

POLICIES AND PROCEDURES

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| SECTION TITLE: BOARD OF DIRECTORS | SECTION REFERENCE: BD |
| POLICY TITLE: TREASURER PROTOCOL | POLICY NUMBER: BD-013 |

POLICY STATEMENT:

THE BOARD RECOGNIZES IT IS IMPORTANT THAT THE TREASURER PROPERLY HAVE HER/HIS DUTIES, EXPECTATIONS AND REMUNERATION OUTLINED.

PURPOSE: TO OUTLINE THE EXPECTATIONS, REMUNERATION AND DUTIES OF THE STUDENT CENTRE TREASURER.

A. DUTIES:

The Treasurer shall:

1. Attend all meetings of the Board of Directors (BoD).
2. Attend all meetings of the Executive Committee.
3. Chair and preside over the Finance Committee, and in conjunction with the Executive Director, set the agenda.
4. Attend cash flow meetings and act as a signing officer for the YORK UNIVERSITY STUDENT CENTRE.
5. Sign all documents requiring the Treasurer's signature.
6. Act as the titular financial head of the YORK UNIVERSITY STUDENT CENTRE.
7. Ensure financial accountability of the staff including but not limited to: maintenance of accurate accounts, depositing of all monies to the YORK UNIVERSITY STUDENT CENTRE bank accounts, disbursing funds, ensuring receipts are in order and that accurate procedures are followed.
8. Perform other duties from time to time as prescribed by the BoD.

B. EXPECTATIONS:

The Treasurer is expected to:

1. Be available to the various York constituencies.
2. Respond to Student queries, complaints, and communications.
3. Attend all YORK UNIVERSITY STUDENT CENTRE goal planning sessions that s/he is invited to.
4. Keep and update an organized filing system.
5. Prepare an adequate transition for the incoming Treasurer.
6. In consultation and co-ordination with the Executive Director, present the annual budget.

C. REMUNERATION:

The Treasurer:

1. Is entitled to \$30 for attendance at each Executive Meeting.

2. Will be paid an hourly honoraria of \$10 for any work undertaken on behalf of the YORK UNIVERSITY STUDENT CENTRE to a monthly maximum of \$300.
3. Will have the means in which s/he can fulfil their duties and expectations provided by the YORK UNIVERSITY STUDENT CENTRE within reason.

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| Contact Person (title): | Chairperson / Executive Director |
| Cross-Manual Reference: | |
| Monitoring Tools: | Board Minutes |
| Relevant Forms: | N/A |

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| Board Approval Date: | 25 October 2000 |
| Review Dates: | Annual |
| Revised Date(s): | 20 June 2007 (administrative edits to change GM to ED) |