



New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability

Position(s):	Treasurer		
Committee:			
Version:	1.0	Replaces Version:	

GENERAL PURPOSE OF THE POSITION/COMMITTEE: *Briefly describe the position's primary purpose or contribution to the Organization.*

The treasurer shall maintain all financial information for the NBFTA and keep an up to date listing of paid membership and non-paid members

MEMBERSHIP: *As specified in the NBFTA Constitution, by-laws or otherwise.*

Must be a Certified Forest Technician in good standing with the NBFTA.

TERM: *As specified in the NBFTA Constitution, by-laws or otherwise.*

A minimum of one (1) year to a maximum of Four (4) years at the pleasure of the Association. (Constitution Section 4.9)

ESSENTIAL DUTIES AND RESPONSIBILITIES: *List essential and important functions and responsibilities. Include all important aspects -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.*

- The treasurer is responsible for all financial activity of the association
- The treasurer shall organize a dues / registration table at the AGM and request help as needed
- The treasurer shall mail out invoices for the coming year after each AGM to members who did not attend the meeting
- The treasurer shall prepare a financial statement and present it in writing at each executive meeting and AGM
- The treasurer shall prepare budgets for the NBFTA

MEETING FREQUENCY: *Include any sub-committees.*

- One Annual General Meeting
- The Executive Council will meet at least once during June 1 and September 30 according to the constitution.
- Special meetings as required

ADDITIONAL INFORMATION: *Include any other information that will aid in the preparation of an accurate description of this position.*

Prepared By	Allie DeGrace	Date	Feb 27 th . 2005
Reviewed By		Date	
Revised By		Date	