

**Policy 2.06.01**

**Category: Governance and Operations**

**Role of the Treasurer**

**BACKGROUND**

The Charter Board establishes this position in accordance with the CAPE Bylaws 5.36, and 5.39.

**POLICY STATEMENT**

A CAPE Charter Board member shall be elected or appointed to the position of the Board (and therefore the Society) Treasurer by the CAPE Charter Board to hold office for a period of one year.

**DEFINITIONS**

1. **Treasurer** - a person appointed to administer or manage the financial assets and liabilities of a society, company, local authority, or other body.
2. **Minutes** - permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted, at a firm's official meetings such as board of directors, manager's, and annual general meeting (AGM).

**GUIDELINES**

3. The Treasurer shall attend meetings of the CAPE Charter Board and cause to be provided accurate monthly financial records of the board.
4. In the case of the absence of the Treasurer, the duty shall be discharged by another individual appointed by the CAPE Charter Board.
5. The Treasurer shall oversee all funds paid to the Society.
6. The Treasurer shall cause accurate account be kept for the funds of the Society and shall oversee the keeping of such books as may be directed.
7. The Treasurer shall keep an up to date record of all CAPE Charter Board Audited Financial Statements and Budgets.
8. The Treasurer shall have charge of all the financial correspondence of the CAPE Charter Board.
9. The Treasurer shall report to the CAPE Charter Board Chair.
10. The Treasurer shall perform such other duties as may be assigned by the Chair or by the CAPE Charter Board.

**CAPE-Centre for Academic and Personal Excellence  
Policy Manual**

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**References:**

*CAPE Bylaws*

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