



Document Name: Treasurer Terms of Reference
Approval Authority: SRA Board of Directors
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Function and Duties

- Be fully informed on SRA matters and participate in discussions and decisions with respect to matters of policy, finance and programs.
- Prepare a yearly budget in consultation with Finance/Audit Committee. Present a proposed budget for approval by the SRA Board of Directors.
- Reconcile the expected income and expenses, as tracked by the Office Administrator, versus the actual revenues and expenses paid for all SRA activities.
- Present financial statements as required for all SRA general meetings of directors, special meetings and annual general meetings (AGM).

Committee Responsibilities

- Finance/Audit Committee (Chair)
- Executive Committee
- At least one other committee

Length of Term

- 2 years

Report Responsibility

- Attend all committee meetings and report to the Board of Directors.