

**Role Description: ORNAO Treasurer**

The ORNAO Treasurer shall be an Officer of the ORNAO Board, and is responsible for overseeing all aspects of the ORNAO finances. The Treasurer manages and monitors the financial condition of ORNAO and keeps the ORNAO Board updated on all things financial in order for them make better decisions.

**Accountability**

As an Executive Member of the Association, the Treasurer provides oversight over all aspects of financial management, working closely with other members of the ORNAO Board to safeguard the Association’s finances and is accountable to the Board and Members of ORNAO.

**Authority**

The Treasurer is entitled to make motions and has one vote on matters before the ORNAO Board.

**Time Commitment**

Four hours month (board meetings and executive board meetings), presents the quarterly financial results of ORNAO, approves the annual budget, oversight of financial process, ensures that financial documentation is in order.

**Term of Office**

Two year term with a two year renewal option but must be nominated and elected for the second term.

**Specific Responsibilities**

1. General financial oversight

* Oversee and present budgets, accounts and financial statements to the Board
* Liaise with the ORNAO bookkeeper about financial matters
* Ensure that appropriate financial systems and controls are in place
* Ensure that Membership money is assigned to the Member’s Region within the financial records and allocated accordingly
* Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
* Pays invoices in a timely manner
* Ensure compliance with relevant legislation.

2. Funding, fundraising and sales

* Advise on ORNAO’s fundraising strategy
* Ensure use of funds complies with conditions set by funding bodies
* Ensure fundraising and sales comply with relevant legislation and is bound by effective financial systems and controls
* Ensure effective monitoring and reporting

3. Financial planning and budgeting

* Prepare and present budgets to the ORNAO Board of Directors and Members (during AGM) for new or ongoing work
* Advise on financial implications of strategic and operational plans
* Oversees the ORNAO conference budget
* Present revised financial forecasts based on actual spend.

4. Financial reporting

* Present quarterly reports on ORNAO’s financial position
* Present the ORNAO year-end financials at the ORNAO AGM
* Report on the Regional Member’s funds during the AGM
* Advise on ORNAO reserves.

5. Banking, book-keeping and record-keeping

* Ensure everyone handling money keeps proper records and documentation
* Ensure proper records are complete
* Ensure required insurances are in place.

**Qualifications**

* Must be a Member of ORNAC/ORNAO
* A commitment to, and a clear understanding of the Mission of the organization
* Knowledge of meeting procedures, governance policies and by-laws of the Association
* Experience reading balance sheets, profit and loss statements, and relevant financial documents.
* Understanding of rules and regulations of financial oversight in a not -for- profit association.
* Sufficient time to devote to their primary duties
* Strong organizational skills
* Strong communication skills

**Development & Evaluation**

The Treasurer shall regularly consult the ORNAO Board on their expectations of the Treasurer role and assess his/her strengths and areas for improved effectiveness

Revised: March 8, 2023