



Nova Scotia College of Respiratory Therapists

***CONTRIBUTE TO YOUR PROFESSION
LEARN NEW SKILLS - MEET NEW PEOPLE
GAIN CEC CREDITS***

The NSCRT Nominations committee is seeking interested NSCRT members for the position of TREASURER on the NSCRT Executive.

Election of Executive officers will take place at the AGM on Sat. June 12.

Interested members should contact the Chair of the Nominations committee:

Raj Makkar (Chair)

email: raj.makkar@cehha.nshealth.ca

Preferred Qualifications for Treasurer

1. Must be a registered member in good standing of the College
2. Must have served at least one full term as a member of the Board of Directors of the College or equivalent experience on a volunteer board
3. Current practicing Respiratory therapist with at least 5 years experience
4. Must have experience with financial statements and/or budgets
5. Must have effective communication skills
6. Must be knowledgeable of the College's Act, regulations, bylaws and policies
7. Must have demonstrated effective leadership skills.
8. Will be required to attend all meetings of the College executive, board, and College General meetings

**Application for nomination to the Board of the
Nova Scotia College of Respiratory Therapists**

Name: _____ Phone _____

Address: _____

Relevant Experience and/ or Employment (attach a CV):

Why are you interested in this position? :

Area(s) of expertise/Contribution you feel you can make:

NSCRT Board Role Description: TREASURER

Description:

The Treasurer performs all duties related to the financial operation of the NSCRT Board and provides advice to the Board on financial decision-making matters. The Treasurer also supports the President in ensuring the financial sustainability of the College. The Secretary and Treasurer roles may be held by the same person. The Treasurer serves a two year term of office.

Duties:

The Treasurer shall:

- (i) serve as one of the signing officers of the College;
- (ii) provide oversight to day-to-day financial management
- (iii) provide the Board with timely bank reconciliations and monthly financial statements;
- (iv) prepare the annual budget in consultation with the Board / Officers / Committee Chairs and present the budget for Board approval prior to the AGM;
- (v) have the financial records audited at the end of each fiscal year;
- (vi) present the budget for the year, the annual balance sheet for the past year, and related statement of receipts and disbursements for the past year, to the members at the AGM;
- (vii) participate in the annual review of financial policies;
- (viii) oversee the College's investments and investment policy;
- (ix) work constructively with staff to whom any of the Treasurer's responsibilities have been delegated and apprise the President of any issues or concerns;
- (x) perform such other duties appropriate to the role of Treasurer as may be assigned by the Board.

Delegation

In consultation with the President and based on available resources, the Treasurer may, via the President, delegate the following aspects of their role to staff:

- 1) Bank deposits and preparation of cheques for payment of invoices that are within the College's approved budget;
- 2) Maintaining records of all financial transactions of the College;
- 3) Reconciliation of the bank account and preparation of the monthly financial statement for approval by the Treasurer prior to presentation to the Board;
- 4) Preparation of a preliminary draft budget for review by the Treasurer prior to presentation to the Board;
- 5) Preparation of the initial draft of financial materials for presentation to members at the AGM.