



Treasurer, Board of Directors – Position Description

The Treasurer oversees the financial matters of Orpheus in line with good practice and in accordance with our governing documents and legal requirements. By reporting to the Board and the Society at regular intervals about the financial health of the organization, the Treasurer ensures that Orpheus has financial resources necessary to achieve the Orpheus mission. The Treasurer chairs the Budget and Finance Committee and ensures that effective financial measures, controls and procedures are put in place and maintained. Strong financial and business acumen are required in this valuable leadership position.

- Is responsible for liaison with the Auditor
- Is one of four authorized cheque signers on the operations account (two must sign)
- Is one of three authorized cheque signers on the investment accounts (two must sign)
- Is responsible for the operational finances on the Corporation: operational expenditures, revenues, reports, etc.
- Establishes, chairs and ensures the Budget and Finance Committee meets and reports to the Board as required
- Serves on the Investment Advisory Committee
- Ensures accurate bookkeeping is maintained
- Submits financial reports and statements to the Board as required