

Provincial Synod of Canada
Position Description

Position: Treasurer

Eligibility: Any interested person (need not be a member of Synod)

Nominated by: Any member of Synod

The Treasurer is an Officer of the Synod, and a signing officer along with the Metropolitan and Prolocutor (Constitution 5(1)(e), 5(18)). Because of the specialized skill set required for Treasurer, he or she need not be a member of the Synod prior to being elected, and may be re-elected to an indefinite number of terms of office. If a vacancy occurs in the office of Treasurer the Metropolitan, in consultation with the Prolocutor, shall appoint a Treasurer who need not be a member of the Synod and who shall perform the duties of the office until the treasurer elected at the next meeting of the Synod takes office. (Constitution 5(12))

Duties of the Treasurer include:

- receiving and disbursing all monies of the Synod, under the authority of the Synod or Provincial Council (Constitution 5(17)(a));
- performing such other duties as may be prescribed by Canon or resolution of the Synod (Constitution 5(17)(b));
- presenting to each meeting of the Synod an audited financial statement (Constitution 5(17)(c));
- advising the Executive on the finances of the Synod, and of financial implications of proposals;
- preparing a budget for each meeting of Synod and Council;
- preparing an assessment schedule for each meeting of Synod and Council.

In addition to a commitment to the life and work of the Province, required qualities for a Treasurer include the ability to keep accounts, prepare budgets and explain finances to people without financial skills. The Treasurer should plan on committing sufficient time for the Council meetings, the next Synod meeting, and follow-up activities, plus six to eight conference calls through the year with the executive. The executive also travel to the Synod and Council meetings one day early in order to meet and prepare for the Synod and Council meetings.

The total time commitment required in addition to the actual meeting times should be an average of about one work day per month.