

The Ecclesiastical Province of Canada

Position Description - Treasurer

GENERAL

The Treasurer is a member of the Synod, and a member of the Provincial Council. The Treasurer is also an Officer of the Synod and a member of the Provincial Executive.

ELIGIBILITY:

Any individual who meets the qualifications listed below would be eligible to be nominated for Treasurer. The nominee does not necessarily have to be a member of the Synod.

QUALIFICATIONS:

1. A recognized accounting designation, such as Chartered Accountant, Certified General Accountant or Certified Management Accountant. Those with equivalent accounting or finance work experience would also be considered.
2. Excellent communication skills.
3. Knowledge of accounting software.

MAXIMUM TERM:

There is no maximum term for this position but the Treasurer must be nominated and re-elected at each synod to continue.

VACANCY:

If a vacancy occurs in the office of Treasurer, the Metropolitan, in consultation with the Prolocutor, shall appoint a Treasurer who shall perform the duties of the office until the Treasurer elected at the next meeting of the Synod takes office.

THE DUTIES OF THE TREASURER ARE:

1. Receive and disburse all monies of the Synod, under the authority of the Synod or Provincial Council;
2. Perform such other duties as may be prescribed by Canon or resolution of the Synod; and
3. Present to each meeting of the Synod an audited financial statement.

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ASSESSMENTS

The expenses of the Synod shall be provided for by an annual assessment on the dioceses in the province. The Provincial Council shall determine the basis on which the assessment shall be made and the amounts thereof. Each diocese shall pay the amount of its annual assessment to the Treasurer who shall credit it to the Provincial Synod Expense Account.

PROVINCIAL SYNOD EXPENSE ACCOUNT

The treasurer shall pay:

1. the cost of printing and distributing convening circulars, reports, minutes and journals of the Synod and other printed materials required for the Synod, the Provincial Council or the House of Bishops.
2. honoraria, expenses and presentations authorized by the Synod or the Provincial Council.
3. the fees of auditors, solicitors and legal counsel when necessary in the opinion of Synod or the Provincial Council.
4. the general administrative expenses of the Synod and the Provincial Council.
5. other amounts authorized by the Synod or the Provincial Council.

SIGNING OFFICERS

The signing officers of the Synod are any two of the Treasurer, the Metropolitan and the Prolocutor.

AUDITORS

Auditors shall be appointed at each triennial session of the Synod.