

This role is a member of the Halifax County Local Executive. Expenses are covered (travel, pet/child/eldercare) and there is a small honourarium for the volunteer.)

Paraphrased from our Operational Procedures (posted on our site for more information), the duties are as follows:

**Duties as related to the Local Executive**

- Conduct the business of the Local;
- Regularly attend meetings related to their role and perform duties as required;
- Present written reports to the Executive & the Local regarding their activities;
- Maintain a written record of their work and shall forward it to their successors;
- At the AGM, present an annual report based on their committee duties and goals;
- May be a member of the Halifax County Local Table Officers or the Halifax Regional Representative Council.

**9. DUTIES OF THE LOCAL TREASURER**

9.01 The Local Treasurer shall:

- i. chair the Finance Committee;
- ii. administer all financial matters associated with the Local;
- iii. issue suitable receipts for all funds received and deposit all monies on behalf of the Local;
- iv. keep electronic files of Halifax County Local's expenses using the accounting software designated by the NSTU Financial Officer;
- v. ensure that all money of the Local is disbursed according to the Constitution and Operational Procedures of the Local and requiring that all transactions be supported with expense form claims and appropriate receipts;
- vi. report to the Local, by means of current monthly financial statement, at all Executive and Local Council and/or General Meetings;
- vii. provide financial records to the NSTU Financial Officer for an annual audit review of Local finances in accordance with guidelines prepared by the Finance and Property Committee by October;
- viii. prepare a proposed budget for approval at the Annual General Meeting in consultation with the Finance Committee and the Local Executive;
- ix. present the proposed budget to the Local Executive for approval prior to the presentation at the Annual General Meeting;
- x. ensure that a copy of the approved budget for the upcoming fiscal year is sent to the Provincial NSTU by the

end of June;

xi. attend the Annual Provincial Treasurers' Conference. If the treasurer is unable to attend a designate may be appointed by the Local Executive;

xii. provide access of the financial records to the Local President;

xiii. provide financial counsel with regard to Local financial matters when requested by committees or membership;

xiv. process all NSTU Representatives' travel expenses twice annually, the last meeting in the fall and at the Annual General Meeting

xv. provide a list to the Provincial NSTU of the executive members who received honorariums by December 31;

xvi. provide a list to the Provincial NSTU of persons who received taxable income from our local by December 31;

xvii. provide a list to the Provincial NSTU after December 31<sup>st</sup>, of persons who have received financial reimbursement from the Halifax County Local NSTU for presenting workshops or in-services;

xviii. mentor the incoming Treasurer and be available until the annual audit is received and reviewed;

xix. keep itemized records of all receipts and expenditures for a period of seven years (according to Canada Revenue Agency practices);

xx. oversee the Halifax County Local Bursary with assistance from the Finance Committee.

### **Meetings / Time Commitment**

- At least 6 Local Executive Meetings
- At least 6 Local Council / General Meetings
- Committee meetings as determined by the Chair & the committee
- Attend Annual Council
- Attend Pre-Council meeting
- Attend Executive Planning, traditionally 2-3 days in the summer time
- Attend NSTU Leadership Development Institute, traditionally 3 days in the summer