

## **304A DUTIES OF REGIONAL TREASURER, MARITIMES REGION**

### **The Regional Treasurer**

- Receives financial records and Regional funds from the immediate past Regional Treasurer and establishes appropriate bank accounts in a financial institution agreed to by the Regional Director.
- Maintains a complete set of financial records for the Maritimes Region.
- Prepares, in consultation with the Regional Director, the Regional Budget for the period July 1 to June 30 and presents it at the Regional Council Meeting in October.
- Prepares an interim statement of accounts to date and presents it at the business meeting of the Maritimes Regional Convention in the spring (usually May).
- Prepares a financial statement for the fiscal year which ends June 30 and presents it at the Regional Council Meeting in October immediately following his/her term.
- Receives and pays promptly invoices which are previously approved by the Regional Director for goods and services.
- Receives from International Headquarters in Geneva an invoice in October and April for dues payable to International for members in each Club in our Region, and immediately sends a cheque to International in Swiss funds to cover the invoiced amount.
- Prepares an invoice, in consultation with the Regional Director, and sends it to each Club and Member At Large in October and April for payment of International, Area and Regional dues.
- Keeps the Regional Director informed about Clubs and Members At Large that have not paid their assessed dues and, as arranged with the Regional Director, either contacts them for payment or leaves this function with the Regional Director to perform.
- Receives and pays promptly expense accounts which have been approved previously by the Regional Director for Regional Officers.
- Performs such other financial duties as may be directed by the Regional Director from time to time.

- Forwards complete Regional financial records and funds to his/her successor and the end of the term.
- Determines the Canadian dollar value of the Swiss franc International dues assessment as of Oct. 1 and April 1 and includes that amount when assessing clubs for dues in April and October.

