



CLCA/ACCL
Canadian Lactation Consultant Association
Association canadienne des consultantes en lactation

POSITION TITLE: **Treasurer**

RESPONSIBLE TO:

- The Board of Directors as well as to the CLCA/ACCL membership. S/he reports directly to the Board at all board meetings and through correspondence.

REQUIREMENTS: The Treasurer will

- Be a voting member elected by the membership of CLCA/ACCL
- Be an active CLCA/ACCL member
- Certified by the International Board of Lactation Consultant Examiners.
- Have a vested interest in the organization's well-being.
- Have good organizational and written/oral communication skills.
- Have the ability to analyze and discuss issues of policy and organizational process and actively participate in the decision-making group.
- Have basic computer skills.

TERM OF OFFICE

- Two year term.
- When the Treasurer's circumstances warrant, resignation may be tendered by submitting written notification of intent to resign to the Board of Directors (30 days notice).
- The Treasurer can only be removed from office by membership vote; however, his/her authority to act can be suspended by a vote of the Board pending this membership vote.

DUTIES: The Treasurer shall

- Respond to all Board communications.
- Have the custody of the funds and securities of the association
- Keep accurate accounts of all assets, liabilities receipts, and disbursements in the association
- Deposit all monies, securities and other valuable effects in the name and to the credit of the association in such chartered bank or trust company
- Disburse the funds of the association as may be directed by proper authority taking proper vouchers for such disbursements and render to the President and Directors at regular Board meetings

- Record accounting of all transactions and statement of the financial position of the association
- He/she shall also perform such other duties as may from time to time be directed by the Board of Directors.
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EQUIPMENT REQUIRED:

- Frequent access to email
- Access to photocopying

TIME COMMITMENT:

- 2-5 hours per week

COMPENSATION:

- All CLCA/ACCL Directors are volunteers.
- Reasonable expenses, as approved in the budget and disbursed by the reimbursement policy, for office supplies, telephone, and photocopying directly utilized in work for CLCA/ACCL should be reimbursed when original receipts are provided.
- Travel expenses for meetings and conferences cannot be provided without prior approval of the Board of Directors.

REVISED ON: September 27, 2017