

## ABC Housing Co-operative

# Treasurer - Job Description

The treasurer is an officer of the co-op and is appointed by the board. The treasurer monitors the finances and makes sure that the co-op keeps proper financial records. The treasurer reports regularly to the board and members, and is usually a signing officer.

The treasurer is usually a member of the finance committee.

## Responsibilities

The treasurer makes sure there is a clear presentation of:

- the annual budget to the members,
- the monthly financial statements to the board,
- the audited financial statement to the board and to the members at the annual general meeting,
- the board's recommendation of an auditor to the annual members' meeting.

The treasurer makes sure that:

- the board and finance committee have all the information they need to make decisions on financial matters,
- the co-op is following its rules and financial policies,
- the co-op has an up-to-date set of financial records.

The treasurer reviews:

- the bookkeeping and internal financial controls of the co-op. The treasurer should work with the bookkeeper and the finance committee or the staff to solve any problems that come up and to develop new procedures as they are needed.

Effective date May 15, 2025

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