

BOARD MEMBER JOB DESCRIPTION – TREASURER

ACCOUNTABILITY

HTAi's Board Members are collectively accountable to the Society's members, the community, funders, and other stakeholders. They are accountable for the Society's performance in realizing its mission and achieving its goals, and for the effective stewardship of financial and human resources and for the overall quality of services.

RESPONSIBILITY

Board members are responsible for acting in the best long-term interests of the Society and the community and will bring to their deliberations a broad knowledge, a long-range view and openness to learning.

Service as an HTAi Board member is without remuneration as per the Society bylaws and travel reimbursement is outlined in the travel policy.

DUTIES

- Serves on the Board of Directors and the Executive Committee as a voting member.
- Chairs the Finance and Audit Committee.
- Works with the Executive Director and the Secretariat staff to ensure that appropriate financial reports are made available to the Board of Directors on a timely basis.
- Reviews the annual audit and answer Board members' questions about the audit. Presents the annual audit report to the Members at the Annual General Meetings.
- Oversees and collaborates with the Secretariat in the preparation of the annual budget, budget revisions, financial statements, and their presentation to the Board.
- Whenever requested by the Board, provides an account of all transactions completed by the Society and of the financial position of the Society in general.
- Orients the new Treasurer.
- Abides by the By-laws, code of conduct and other polices that apply to the Board.
- Acts as a signing officer for cheques or other documents.
- Participates in the selection, performance evaluation, and if required, the release of the Executive Director.
- Prepares for and participates in Board of Directors and Executive Committee meetings.
- Listens to others' views, advocates his/her own, identifies common interests and alternatives, and is open to compromise.
- Supports governance decisions once made.
- Identifies prospective Board members and possibly helps recruit and mentor them.
- Participates in the evaluation of the Board itself.
- Acts as an ambassador for the Society in the wider community.
- Keeps informed about community issues relevant to the work of the Society.
- Ensures a process is in place to evaluate the effectiveness of Board Members, using measurable criteria.
- Carries out special assignments as requested by the President or the Board.
- Attends and participates in the Annual General Meeting.
- Attends and participates in other events on behalf of the Society as required.
- Reads through the HTAi Board Manual and refers as necessary to ensure the Boad has all financial Policies in place and current, and the adequate insurance certificates.

- Knows the HTAi Strategic Plan and is able to ensure that the annual budgets support the implementation of the Plan.
- Stays well informed about HTAi by reading the bi-weekly newsletter <https://htai.org/news> and subscribes to HTAi marketing emails, subscribes to our [YouTube channel](#), follows us on Twitter, likes us on Meta, and follows us on LinkedIn at @HTAiOrg on all platforms.
- Becomes familiar with the Society governance and the role of committees and member groups within that structure.
- Makes an effort to learn more about best practices in leadership and governance.

TERM OF SERVICE

According to the HTAi By-law 5.3, the Treasurer serves a three-year term, eligible for a re-election for one additional term to a maximum of six years of service, including any time as an elected Director before becoming an Officer. The term of the position starts and ends at the conclusion of the HTAi Annual General Meeting (AGM).

MINIMUM TIME COMMITMENT

- Four virtual Board meetings annually (approx. three hours each);
- Two in-person Board meetings annually (approx. eight hours each);
- Seven Executive Committee meetings annually (approx. two hours each);
- Preparation for the meetings (approx. three hours for each meeting);
- At least four Finance and Audit Committee meetings a year (approx. 2 hours each);
- Preparing and participating in the Annual General Meeting of Members (approx. four hours);
- Preparing for and presenting Treasurer's report at the Annual General Meeting of Members (approx. three hours).

ACKNOWLEDGEMENT

I, _____ have READ AND UNDERSTAND the contents of and HEREBY AGREE to comply with the duties, responsibilities and job description of HTAi Treasurer.

(Signature of Treasurer)

(Date)