

**Bill Reid Foundation**  
**Policy Area:** Process Policies  
**Specific:** Role of the Treasurer

Date Approved: October 6, 2016

Reviewed: August 28, 2018

There shall be a Treasurer, normally elected by the Board from amongst its Directors, normally serving for a one-year term, renewable (By-Law 11.2;11.3). The Treasurer's role (By-Law 11.9) shall include:

1. Keeping the financial records, including books of account, necessary to comply with the Society Act and the Income Tax Act; and
2. Rendering financial statements to the Directors, Members and others when required.
3. Being a Member of the Finance Committee.

Note: The offices of the Secretary and Treasurer may be held by one person who shall be known as the Secretary-Treasurer (By-Law 11.11).