

Treasurer's Roles and Responsibilities (Director and Officer Position)

Directors are bound by their fiduciary duty to perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Directors must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Paws4Fun Agility Membership.

Directors are required to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun. Directors must refrain from placing themselves in a situation where their duty as a Director conflicts with their personal interest or with their duty to others. Directors and Officers are legally bound to abide by the terms of The Canada Not-For-Profit Act and the Paws4Fun By-Laws, and must also abide by the Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

Directors and Officers assume legal liability for the actions taken by the Board of Directors, and for performance of the Corporation as a whole, and are covered by liability insurance provided by the Paws4Fun Agility Corporation.

All Directors are responsible for:

- providing an annual report to the Membership at the Annual General Meeting (AGM)
- preparing an annual budget of planned expenses and income when requested to do so by the Board
- keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility and any committees which they chair
- keeping the Roles and Responsibilities document for their Director's position up to date

Treasurer:

- conducts all banking – depositing cash and cheques, paying the bills and tracking income and expenditures according to *Generally Accepted Accounting Principles*
- keeps up-to-date records and an audit trail for all transactions
- protects the Corporation against fraud and theft, ensuring safe custody of money and prompt banking
- ensures the Board understands its financial obligations
- ensures the Corporation complies with tax regulations, such as HST
- ensures annual federal tax returns are filed as a Canada Not-for-profit Corporation
- ensures there are systems in place for ensuring cash and chequebooks are kept securely
- keeps track of:
 - capital assets
 - how much money the Corporation can easily access

- main sources of income and expense
- expenses
- debts
- identifies future opportunities, tax implications and potential risks
- holds the office of Treasurer
- liaises with auditors when an external audit is performed