

- 2.6 In coordination with the Treasurer and Executive Director (or delegate) write and submit all required reports required by grant funders.

#### Relationship with the President

The Secretary shall:

- 3.1 Coordinate the preparation of the Board agenda with the President,
- 3.2 Coordinate with the President to ensure that Board Members have timely access to the information needed for informed discussion of the agenda items,
- 3.3 Perform those functions delegated to the secretary by the president.

#### 4. Relationship with the Executive Director (or delegate)

The Secretary shall:

- 4.1 Coordinate with the Executive Director (or delegate) the writing and submission of all grant applications.

#### 5. Duties of the Treasurer

The Treasurer shall:

- 5.1 Be the financial officer of the organization and ensures the appropriate accounting standards are employed,
- 5.2 Safeguard the assets of the organization,
- 5.3 Maintain control over the receipt and disbursement of the organization's funds,
- 5.4 Oversee the preparation of payroll, taxation statements as required and the annual budget,
- 5.5 Provides reports of the Board Finance and Audit Committee to the Board of Directors,
- 2.6 Introduces Audited Financial Reports of Rocky Mountain Métis Association at the Annual General Meeting,
- 5.7 Ensures that excess funds and reserves are properly held and invested,
- 5.8 Performs those functions delegated to the treasurer by the president.
- 5.9 Ensures that accurate financial records are maintained as required by the Rocky Mountain Métis Association for audit or reporting purposes.

#### 6. Relationship with the Board

The Treasurer shall:

- 6.1 Serve as the Chair of the Finance Committee,
- 6.2 Ensures that the Board regularly monitors the Society's financial performance,
- 6.3 Act as a signing authority as required by financial institutions,

- 6.4 Under the oversight of the Board monitor and record all grant funds received,
- 6.5 In coordination with the Secretary and Executive Director (or delegate) prepare all required financial reports required by grant funders.

## 7. Relationship with the Executive Director

The Treasurer shall:

- 7.1 Coordinate with the Executive Director (or delegate) to record and monitor all funds acquired through the grant process and prepare all financial statements as required by grant funders.

Reference:

Rocky Mountain Métis Association Bylaws