



Royal Astronomical Society of Canada (RASC) Halifax Centre

Dedicated to the Advancement of Astronomy and Allied Sciences

PD4: Position Description (elected) - Treasurer

(Adopted: November 17, 2017; Revised June 18, 2024)

Name:

Treasurer, RASC Halifax Centre

Accountability:

RASC Halifax Centre

Qualifications:

Candidates wishing to become Treasurer must meet the following criteria:

- 1) Must be at least 19 years of age,
- 2) Is a RASC Halifax Centre member in good standing (not Youth under 19 or Associate) for at least one year prior to election,

Term Limits:

- 1) A RASC Halifax Centre member may stand for election as Treasurer for one subsequent term, commencing January 1 and expiring December 31.
- 2) They may serve for a total of five (5) consecutive terms in office and may be re-elected for additional consecutive one-year terms.

Responsibilities:

- 1) Be willing to work with the Board of Directors and Halifax Centre members to meet RASC objectives and to further its mission and mandate.
- 2) Be familiar with the RASC Halifax Centre and the RASC by-laws and other policies of the Society.
- 3) Prepare for and attend RASC Halifax Centre Board of Directors meetings. If three consecutive notified or un-notified absences in a row occur (unless there are extenuating circumstances), the Treasurer will be contacted by the President or a designated Board member to discuss the absences.
- 4) Assist in organizing and delivering programs and events approved by the Board of Directors of the RASC Halifax Centre and its committees.
- 5) Submit a budget to the RASC Halifax Centre Board of Directors for approval prior to presentation to Halifax Centre for approval.

- 6) Submit a quarterly budget report to the RASC Halifax Centre Board of Directors for update on fiscal status.
- 7) With the assistance of the Auditor, prepare annual financial statements of the Centre as specified in the RASC Halifax Centre Bylaws, present them to the Board of Directors for approval prior to the next annual meeting of the Centre, and present the approved annual financial statement for adoption by the annual meeting of the Centre.
- 8) Submit the approved audited financial statement to the treasurer of the Society by the date determined by the Society in each membership year.
- 9) Shall have custody of the funds and securities of the Centre and shall keep full and accurate accounts of all assets, liabilities, receipts, and disbursements of the Centre in books belonging to the Centre, and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Centre.
- 10) Shall disburse funds of the Centre as directed by the RASC Halifax Centre Board of Directors.
- 11) Submit to the Board of Directors, when requested, an accounting of all transactions and a statement of the financial position.
- 12) Submit required documentation to the Canada Revenue Agency (CRA), when required.
- 13) In general, conduct the financial business of the Centre in accordance with the direction of the Board of Directors.
- 14) Collaborates with the Secretary on annual submissions to the Registry of Joint Stock Companies.
- 15) Sits as a member of the Nova East Star Party Planning Committee, and other Halifax Centre committees that have a fiscal component.
- 16) Other duties as may be prescribed by the RASC Halifax Centre Board of Directors.

Reporting Mechanism:

- 1) Mandatory attendance at RASC Halifax Centre Board of Directors meetings as set by the President of the RASC Halifax Centre Board of Directors.
- 2) Maintain contact and work with the President of the RASC Halifax Centre Board of Directors.
- 3) Provide a year-end written report for the purposes of the Annual General Meeting (AGM) and for inclusion in the first edition of Nova Notes of the new year.