

**PURPOSE**

Promote and administer the affairs of Girl Guides of Canada-Guides du Canada according to the policy of the Organization, within the Terms of Reference of the Area Council, and as per Safe Guide.

**ORIENTATION**

Provided by the Area Commissioner and/or previous Area Treasurer.

**APPOINTMENT**

A Treasurer shall be elected and/or appointed annually. May not hold office for more than five (5) consecutive years.

**RESPONSIBILITIES**

- 1) Attend meetings of Area Council to present a financial report at these meetings and answer or investigate all inquiries and concerns.
- 2) Administer the Transportation Assistance budget.
- 3) Present the annual budget, including Transportation Assistance, to Area Council.
- 4) Ensure that all money payable to Area Council is deposited into a financial institution approved by Area Council.
- 5) Accept responsibility as one of the authorized signing officers.
- 6) Compare budgeted to actual expenditures and investigate any significant discrepancies.
- 7) Implement system changes when required.
- 8) Make recommendations regarding the investment of funds in consultation with the Area Commissioner and Area Council.
- 9) Present to Area Council the annual reviewed financial statement.