



BOARD OF DIRECTORS – ROLES AND RESPONSIBILITIES

TREASURER

Orienteering Canada, incorporated as the Canadian Orienteering Federation, is the governing body for the sport of Orienteering in Canada and is recognized as such by the International Orienteering Federation. Seven provinces and the Yukon have provincial or territorial orienteering associations that are members of Orienteering Canada. Orienteering Canada supports development, training and competition in the disciplines of orienteering by foot, mountain bike, nordic ski or trail orienteering for those with a mobility impairment.

Orienteering Canada is governed by a Board consisting of seven Directors elected by the membership, the Immediate Past President, an Athletes' Representative elected by national team athletes, and the association Executive Director (non-voting). Elected Directors hold the positions of President, Treasurer and five Directors-at-Large. Elected Directors serve two year terms and the Past President a one year term.

The Board of Directors is responsible for managing and directing the work of the federation and is accountable to the members. The over-all role of the Board of Directors is to provide leadership and stewardship to the corporation.

General Duties of Directors:

The general duties and responsibilities of all Directors shall be to:

- meet and maintain the qualification requirements of a director of a corporation as dictated by the Not-for-Profit Corporations Act
- meet and maintain the qualification requirements of a director of a Registered Canadian Amateur Athletic Association as dictated by the Income Tax Act
- meet and maintain the qualification requirements of the corporation's Bylaws that are in addition to those in the Not-for-Profit Act and Income Tax Act
- comply with the Not-for-Profit Corporations Act and its regulations, including maintaining an acceptable standard of care for the organization, acceptance of liability for decisions made and actions taken, and declaration of any true or perceived conflicts of interest between the Director and the corporation
- comply with the corporation's articles, by-laws, policies and procedures, as properly adopted by the Directors and/or membership
- attend all meetings of the Board of Directors, or providing reasonable notice if non-attendance is unavoidable. Directors are expected to maintain 80% attendance at Board meeting within each 12 month period.
- attend all meetings of committees of which the Director is a member, or providing reasonable notice if non-attendance is unavoidable. Directors are expected to maintain 80% attendance at committee meetings within each 12 month period
- report back to the Board as required by membership on committees of the corporation
- prepare for each Board of Directors meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings

- prepare for committee meetings of which the Director is a member by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings
- actively participate in the Board’s planning, monitoring and evaluation responsibilities
- actively participate in the Board’s governance role of over-sight and accountability for the activities of the corporation
- submit authorized expense claims plus required original receipts for approved expenses incurred on behalf of the corporation in a timely manner
- diligently complete tasks and assignments as may be requested of the Director from time to time

Specific Duties of the Treasurer:

The specific duties of the Treasurer, elected by the membership, shall be to:

- be an Officer of the corporation
- be responsible for financial accountability to the Board and membership
- be a member of the Finance and Audit Committee
- be a primary signing officer of the corporation for financial instruments
- develop and maintain appropriate Financial Policies and Procedures for approval by the Board
- be responsible for the development and presentation of the budget, including collection of required information from other Directors and committees of the corporation
- be responsible for all bookkeeping duties including deposits, invoicing, disbursement of funds, reporting for taxes, reporting and income tax receipts for donations, and management of investments, cash flow management, and any other such activities as may be required
- prepare a quarterly financial report for the Board, including a Balance Sheet and an Income Statement with actuals against budget, for presentation at the following Board meeting
- prepare financial updates for non-quarterly Board meetings, including payable activity since the previous meeting
- ensure that the Board is notified about any outstanding receivables of 90 days or more
- be the secondary corporate liaison with the auditor
- prepare all required financial statements and records for the auditor
- liaise with the secretary regarding membership registration and ensure that membership fee collection is completed with an appropriate process
- report to the membership on the Audited Financial Statement
- represent the corporation, if so delegated by the President, at meetings with funders, sponsors or other partner organizations
- represent the corporation, if so delegated by the President, at competitions or events

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