

# IPAC EASTERN ONTARIO

## A Chapter of Infection Prevention and Control (IPAC) Canada

<b>SECTION:</b>	Job Descriptions	<b>ORIGINATED:</b>	1985 Terms of Reference
<b>TITLE:</b>	<b>TREASURER</b>	<b>REVISED:</b>	06Feb, 06Nov, 12Feb, 14Aug, 16Sep
<b>NUMBER:</b>	2.5	<b>PAGES:</b>	2

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### PURPOSE

To oversee the management and reporting of the chapter's finances.

### POLICY

1. The Treasurer ensures accurate financial records and preservation of the chapter funds.
2. The Treasurer follows IPAC Canada Policies and Procedures; and "*Information Package for Chapter Treasurers*".
3. The Treasurer assures retention of all financial records of the chapter for seven (7) years.

### TERM

The term of this position is three (3) calendar years with eligibility for re-election.

### ELIGIBILITY CRITERIA

Candidates for Treasurer must be members in good standing of IPAC Canada and IPAC EO and agree to fulfill the functions of Treasurer as outlined.

### FUNCTION

1. Acts as the chapter liaison on all financial matters between IPAC Canada and the chapter.
2. Oversees all financial transactions for the chapter.
3. Reports on the chapter's financial situation to the chapter executive and members at each meeting.
4. Maintains all chapter financial records for seven (7) years.

### PROCEDURE

1. Prepares an annual Chapter budget and submits it to the Executive for approval at the last meeting of the year.
2. Deposits all monies to the credit of IPAC Eastern Ontario in a bank approved by the Executive.
3. Disburses funds at the direction of the Executive.
4. Maintains complete accounts of all receipts and disbursements.
5. Provides the Executive/membership with a financial update at each meeting.
6. Provides a written transaction report at the end of each calendar year for member review.
7. Makes recommendations to the Executive to ensure financial viability of the chapter.
8. Makes recommendations regarding donation to IPAC Canada or other organizations.
9. Liaises with IPAC Canada Membership Services and Director of Finance to ensure that chapter dues are received, and provides reports as requested.
10. Collates receipts required to obtain HST Rebate and submits Refund Report to Revenue Canada.
11. Prepares and sends the annual Financial Statement to the IPAC Canada Director of Finance by January 31.
12. Attends the annual IPAC Canada Conference with financial support from the chapter, as funds are available.
13. Attends the annual IPAC Canada Finance Committee meeting at the national conference and reports to the chapter. If not attending the conference, brings meeting minutes to the chapter.
14. Refunds chapter fee to Chapter Honorary Members.
15. Acts as/or coordinates with treasurer of Conference Planning Committee.
16. Arranges to have the financial records reviewed by an independent trustee annually.

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17. Participates as an ex officio member of each conference committee, the Cameroon Twinning Project Committee and other sub-committees requiring financial transactions.
18. Maintains an IPAC EO-issued flash drive containing all financial records.
19. Passes on flash drives containing financial records to newly elected incumbent to the position.
20. Orients the in-coming Treasurer to ensure a seamless transition.

### REFERENCES

1. IPAC-EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
2. IPAC Canada Policy 2.11 (<http://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Directors%20-%20TREASURER.pdf>)
3. IPAC Canada Policy 9.47 (<http://ipac-canada.org/photos/custom/Members/policies/9-47.pdf>)
4. IPAC Canada Policy 15.30 (<http://ipac-canada.org/photos/custom/Members/policies/15-30.pdf>)
5. IPAC Canada Dates and Deadlines (<http://ipac-canada.org/dates-deadlines.php>)