



A.M.A.N.B.
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ASSOCIATION OF MUNICIPAL ADMINISTRATORS OF N.B.
ASSOCIATION DES ADMINISTRATEURS MUNICIPAUX DU N.-B.

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TREASURER
Position Description

Under the authority delegated through the resolutions and/or consent of the Board of Directors or Executive Committee, the Treasurer shall:

- (a) ensure familiarity with the Constitution, policies and resolutions of the Association;
- (b) serve as a member of the Executive Committee;
- (c) assist the Executive Director in managing the finances of the Association and ensuring appropriate financial reports are made available to the Board of Directors;
- (d) provide an annual budget to the Board of Directors for approval;
- (e) present the budget and Treasurer's Report to the membership at the Annual General Meeting;
- (f) sign cheques according to the Association signing authority: cheques are signed by one of: President or Vice-President, and the Treasurer or Executive Director;
- (g) and all such duties and responsibilities as outlined for Regional Directors.