

Responsibilities of members of the Management Committee

TREASURER

The Treasurer shall:

- i. Serve on the Management Committee;
- ii. Act as a signing officer for the Club;
- iii. Prepare an annual budget for the Management Committee approval 3 months before financial year end;
- iv. Maintain an account in the Club name at an accredited financial institution, all monies accruing to the Club;
- v. Pay all appropriate invoices received by the Club in a timely manner, including payment of the Club's annual assessment to Probus Centre – Canada Inc.;
- vi. Maintain financial books and records on a cash accounting basis in accordance with Canadian GAAP;
- vii. Prepare monthly financial statements (income statement and balance sheet) for Management Committee consideration and approval;
- viii. Make financial records available to designated Club members for review upon request at any time;
- ix. Present annual Financial Statements to the AGM for review by at least two qualified members appointed at the AGM.