

| | | | |
|----------------------------|---|---------------------------|---------------------------------|
| TITLE: | Position Description for the Board Treasurer | | |
| Manual/Policy#: | Board of Directors #V-A-8 | Division: | CPDMH |
| Original Issue: | November 2018 | Issued by: | Board Chair and Board Secretary |
| Date Reviewed: | Nov/18 | Approved by: | Board of Directors |
| Last Date Reviewed: | November 2020 | Cross Reference(s) | |

1. POLICY STATEMENT

As part of its commitment to good governance for the Organization, the Board of Directors will establish, approve and periodically review a position description for Board Treasurer which will provide a clear explanation of what is expected of the position and serve as a benchmark against which the performance of the Treasurer can be assessed.

2. SCOPE

This policy is intended to support By-Law No.1, article 5 which requires the Board to annually elect a Treasurer for the Corporation. In the event of a conflict between this policy and the by-law, the by-law provision will apply.

3. GUIDING PRINCIPLES

N/A

4. DEFINITIONS

N/A

5. PROCEDURE

Role Statement

The Treasurer is an elected Director and works collaboratively with the Board Chair, CEO and Chief Financial Officer to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct:

- Maintain a high standard for Board conduct
- Adhere to and enforce by-laws and policies regarding Director conduct

Committee Membership:

- Serve as a member of the Executive Committee and as Chair of the Board committee(s) responsible for the Corporation's financial matters
- May serve as a member of other Board committees

This material has been prepared solely for use at the Carleton Place & District Memorial Hospital accepts no responsibility for use of this material by any person or organization not associated with CPDMH. No part of this document may be reproduced in any form for publication without permission of CPDMH.

Committee Chair:

- Establish agendas in collaboration with staff and preside over meetings of the committee responsible for finance and audit
- Ensure that the responsibilities outlined in the by-laws and the committee's terms of reference, as well as any other tasks assigned by the Board, are fulfilled annually
- Fulfill other responsibilities of a committee chair as established by the Board from time to time

Reporting Requirements:

- Stay up to date on audit and financial reporting requirements for the Corporation

Audited Financial Statements:

- Present an audited financial statement of the financial position of the Corporation and the report thereon of the independent auditors to the Board of Directors and members of the Corporation at the Annual General Meeting

Mentorship:

- Serve as a mentor to other Directors

Skills, Attributes and Experience

In addition to the personal attributes required of all Board directors, the Treasurer will demonstrate the following skills, attributes and experience:

- Financial expertise and literacy. An accounting designation is an asset.
- Ability to chair a meeting such that decisions are made in a manner that is respectful and efficient
- Ability to establish a trusted advisor relationship with the CEO, CFO and other Board members
- Ability to make the necessary time commitment and required flexibility in work schedule to meet the requirements of this leadership role
- Ability to communicate effectively with the Board, the management team, the external auditor and others as required
- Record of achievement in one or several areas of skills and expertise relevant to the work of the committee

Term

The Treasurer is elected annually by the Board of Directors for a maximum of two one year terms unless otherwise approved by the Board or until a duly qualified successor is elected or appointed. The Treasurer is subject to removal by resolution of the Board at any time.

6. REFERENCES

Carleton Place & District Memorial Hospital By-Law No. 1

Almonte General Hospital Position Description for the Board Treasurer, Policy V-A-8, last updated January 2018

Muskoka Algonquin Healthcare Role Description – Board Treasurer, Policy GOV-5-230, last reviewed June 2012

This material has been prepared solely for use at the Carleton Place & District Memorial Hospital accepts no responsibility for use of this material by any person or organization not associated with CPDMH. No part of this document may be reproduced in any form for publication without permission of CPDMH.

Quinte Healthcare Corporation Position Description for the Treasurer, Policy V-A-10, last reviewed September 2010

Stevenson Memorial Hospital Position Description for the Board Treasurer, Policy V-A-10, last reviewed April 2015

7. APPENDICES

Evaluation

This policy will be reviewed every two years.