

<p align="center"><i>Black River-Matheson Chamber of Commerce</i></p>	<p align="center">POLICY NUMBER</p> <p align="center">2009-14</p>
<p><u>POLICY</u></p> <p align="center">TERMS OF REFERENCE TREASURER'S ROLE</p>	<p>NEW</p> <p>Board:</p> <p>AGM: October 13, 2009</p>
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1. POLICY STATEMENT

The Black River-Matheson Chamber of Commerce elects a Treasurer to be responsible to the board for the general control and management of all funds.

2. OBJECTIVES

- A. The Treasurer shall be responsible to the Board of Directors for the general control and management of all funds of the Chamber.
- B. He/She shall attend all General, Board and Executive meetings.
- C. He/She shall deposit or cause to be deposited the same in a recognized financial institution selected by the Board of Directors.
- D. The Treasurer shall pay amounts approved by the Board of Directors and shall keep a regular account of the income and expenditures of the Chamber
- E. The Treasurer shall submit the previous year's unaudited financial statement at the current year's annual meeting along with an up to date balance sheet and income statement.
- F. He/She shall also provide an up to date balance sheet and income statement at each regular monthly board meeting.
- G. The Treasurer and President (Vice President in the absence of the President) shall sign all cheques, notes and drafts as required.