



FOOD FOR LIFE CANADA CHARITABLE CORPORATION

POLICY CATEGORY	BOARD GOVERNANCE
POLICY NUMBER	BG7
TITLE OF POLICY	BOARD TREASURER
APPROVED BY	BOARD OF DIRECTORS
DATE OF APPROVAL	NOVEMBER, 2007
REVISION DATE	NOVEMBER, 2015

As an Officer of the Corporation, the Treasurer is responsible for the duties prescribed in the General By-Laws and for monitoring the financial activities of the Corporation.

Specific responsibilities include:

- Chairing the Finance Committee.
- Ensuring that complete and accurate records are kept of all the Corporation's financial matters in accordance with Canadian accounting standards for not-for-profit organizations.
- Acting as a signing authority for the Corporation, as approved in the General By-Laws or by resolution of the Board.
- Ensuring that the Board is provided with monthly reports on the financial position of the Corporation.
- Recommending a competent auditor to be appointed annually.
- Collaborating with the auditor and the Executive Director in reviewing and presenting annual financial statements.
- Ensuring that appropriate financial controls are documented in the Financial Process and Procedures Document, and that the document is updated as required to reflect any recommendations from the auditor.
- Assisting the Executive Director in the preparation of the annual budget for approval by the Board.
- Annual review and oversight of the Investment Policy (compliance reviewed quarterly).