



Secretary-Treasurer Position Description

ROLE

The secretary-treasurer is a member of the Board of Governors and oversees all CAP financial affairs and corporate records. The secretary-treasurer reports on the financial soundness of the College. The secretary-treasurer oversees the prudent application of CAP funds in keeping with the goals and objectives established by the Board of Governors. The secretary-treasurer directs the development and regular review of CAP policies for consideration by the Board of Governors.

RESPONSIBILITIES

1. Chairs the Finance Committee.
2. Ensures that the Board of Governors, members of the House of Delegates, other CAP leaders, and CAP members are kept informed about the College's financial condition.
3. Reviews the College's monthly and yearly financial reports and other financial documents to ensure understanding of the College's financial situation.
4. Presents an annual budget, upon the recommendation of the Finance Committee, to the Board of Governors for its approval.
5. Signs checks and reviews disbursement records for expenditures as specified in CAP Policy.
6. Works with the Chief Executive Officer and designated staff to ensure that minutes of the Board of Governors and Executive Committee meetings, as well as those of the Annual Stated Meeting, are developed and distributed and that all necessary government reports are filed and necessary records retained.
7. Abides by the CAP Constitution and Bylaws, Policy Manual and Strategic Plan.
8. Oversees preparation of policy proposals presented to Board of Governors and regular review of these policies.