

# MEDICINE HAT & DISTRICT HEALTH FOUNDATION

<b>Policy and Procedure Manual</b>	Title: <b>Position Description – Board Secretary / Treasurer</b>	
	Section: <b>Board of Directors</b>	Reference Number: I.2019.005

**Purpose:** The Secretary / Treasurer, jointly with the Board Chair and Finance Committee Chair if other than the Treasurer, ensures that current records are maintained, reflecting the financial condition of MEDICINE HAT & DISTRICT HEALTH FOUNDATION. These records will include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable, and fund balances (net assets).

### Key Responsibilities

- Serve as the Chair of the Finance Committee and AGLC Committee
- Ensure that accurate books and records on financial condition are maintained.
- Ensure that the assets are protected and invested according to organization policy.
- Ensure that MEDICINE HAT & DISTRICT HEALTH FOUNDATION complies with organization and statutory reporting requirements.
- Ensure that comprehensive financial reports to the Board are prepared in a timely and accurate manner.
- Ensure that the complete records of the organization are available to the individual or individuals preparing the annual financial statements.
- Perform all duties pertaining to the office of the Treasurer.

**Reporting:** The Secretary / Treasurer reports to the Board Chair and to the Board.

**Support:** The Secretary / Treasurer is supported by the Finance Committee, the Executive Director and AHS Finance staff.

### Signatures/Approvals:

Brent Fisher                      Board Chair  
Name                                      Title

February 2019  
Date

Heather Bach                      Executive Director  
Name                                      Title

February 2019  
Date