

# ATIO BOARD MEMBER JOB DESCRIPTION

March 9, 2015

## Responsibilities specific to the Treasurer

By-laws Section

### Finances of the Association

Responsibility for the funds of the Association

14.09

Administrative duties may be delegated to the Secretariat, under the supervision of the Treasurer:

- Making bank deposits
- Allocating funds as directed by the Board of Directors
- Keeping the accounts of the Association
- Preparing financial statements

### Meetings

Attending Board meetings, Executive meetings and the AGM

### Participation and Representation

Participating in events such as International Translation Day and the ATIO Christmas Dinner

Representing ATIO, as approved by the Board and/or as delegated by the President, including in:

- Conferences
- Stakeholder groups
- Social media

Communicating with FondATIO on behalf of the Board and vice versa

Preparing news releases for Board approval prior to release

### Reporting

Submitting a written report on the financial affairs of the Association at the Annual General Meeting

14.10

Writing articles or reports for the InformATIO newsletter

Submitting written quarterly activity reports to the Board for reception and discussion by the Board

Submitting written reports to the Board regarding events attended

### Other duties as Board member

Assisting the Board and the Executive in fulfilling the goals and objectives of the Association

Undertaking special projects as directed by the Board and/or President

Actions/liasing on behalf of the Association should be based on prior direction or approval from the Executive or the Board

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