

Treasurer

Purpose

To outline the roles and responsibilities for the COHNA-ACIIST Treasurer.

Applicability & Scope

All COHNA-ACIIST Board of Directors.

Policy

The Treasurer shall:

1. be or not be a member of the association.
2. be an officer of the association.
3. serve a term of two years in office. This term may be renewed one time.
4. as needed, support the COHNA-ACIIST Administrator with duties related to custodian and record keeper of all financial transactions and cause the financial records to be reviewed or audited as required.
5. as needed, support the COHNA-ACIIST Administrator to ensure that the permanent and official records of the association are accessible to board members, available for audit purposes, and archived as required.
6. select a nationally licensed banking facility for financial transactions.
7. execute and delegate all financial matters of the Association as directed by the Board.
8. prepare an annual budget.
9. provide an annual report of activities and transactions to the Board.
10. coordinate services and transactions with the Administrative Assistant.
11. maintain active communication with the COHNA-ACIIST Board of Directors and regional members.
12. demonstrate consistent attendance at board meetings and other regularly scheduled meetings of the association.
13. assume other duties as required.

Additional Information

COHNA-ACIIST Bylaws, February 2026
Schedule of Duties
Award of Excellence Guidelines
Bursary Award Guidelines