

## **Treasurer Position:**

The TRUFA Treasurer is responsible for oversight—along with all Executive Board members—of TRUFA’s finances.

The Treasurer oversees entries to the accounting system by TRUFA’s Confidential Administrative Assistant, who conducts most of the accounting matters for the union. The Treasurer receives bi-weekly financial statements prepared by the Administrative Assistant and reports on them to the Executive.

The Treasurer is one of three Executive signing officers for TRUFA and works with the TRUFA President and Administrative Assistant to prepare the annual TRUFA budget for presentation to the Executive Board and to the general membership at the Annual General Meeting.

### **Time Commitment**

- ❖ Regular attendance at TRUFA Executive Board meetings held approximately twice per month from 2:30 to 4:30 pm on Fridays either in TRUFA’s House #1 or another campus location
- ❖ Availability to sign cheques on a weekly basis
- ❖ Budget preparation in early April, usually for a couple of hours at most