



IPAC Northwestern Ontario
Professionals in Infection Control

Treasurer
Two-Year Term Renewable

The Treasurer shall keep a full and accurate account of all receipts and disbursements; shall deposit all monies in the name of the Chapter or as deigned by membership; shall prepare an annual budget for approval by membership; shall arrange to have accounts audited as required by the Chapter; shall undertake other duties as assigned by the President; shall be responsible for reporting paid members to the Membership Director and Secretary; shall apply for funding from IPAC Canada for Chapter Presidents Fund, the CIC Chapter Achievement Awards, or any other awards that are appropriate for the application; shall send donations from the Chapter to the IPAC Canada Chapter Presidents Fund or any other ongoing or special fund established by IPAC Canada as financial resources are available.

The TREASURER shall:

1. Attend all IPAC NWO Chapter and Executive meetings.
2. Prepare an annual statement and report the status of the Chapter's accounts.
3. Maintain an accurate record of all Chapter donations, monies, and receipts.
4. Deposit all monies on behalf of the Chapter.
5. Monitor all transactions for the Chapter.
6. Communicate any discrepancies to the Executive.