



Canadian  
Association of  
Nurses in  
Oncology

Association  
canadienne des  
infirmières en  
oncologie

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## DRAFT

**Position Title:** CANO/ACIO –Treasurer

**Position Type:** Volunteer, Board position for a 3 year term

**Developed:**

**Approved:**

**Revised: April 2009**

### Association:

The Canadian Association of Nurses in Oncology (CANO/ACIO) is a national organization established in 1984 to support the efforts of Canadian nurses in promoting and developing excellence in oncology nursing practice, education, research, and administration. CANO/ACIO's purpose is to promote prevention of cancer, to provide optimal care of individuals living with cancer, and to provide support for the nurses caring for them. CANO/ACIO's mission is "*Leading Nursing Excellence in Cancer Control for Canadians*".

### Position Description:

As a member of the CANO/ACIO board of directors the Treasurer works collaboratively with the head office and is a member of executive committee. The Treasurer ensures that the board of directors has custody of the funds and securities of the Corporation and shall ensure that full and accurate accounts of all assets, liabilities, receipts and disbursements are kept.

**Reporting Relationship:** The Treasurer reports to the President.

### Responsibilities

- Board liaison responsible for addressing questions/concerns related to CANO/ACIO's finances
- Chairs the Finance Committee
- Financial planning: Responsible for the development of the CANO/ACIO budget by overseeing its development.
- Responsible for the implementation and updating of the financial plan.
- Co-chairs the Conference Planning Steering Committee with DAL Education.
- Ensures that there is a system of checks and balances in place monitoring the association's finances
- Ensures financial content on the website is current and accurate
- Presents the financial statements at the Board meetings
- Presents the quarterly reports to the Board of Directors
- Presents the association audit to the Board of Directors and Membership
- Presents the budget to the Board of Directors and membership at the AGM
- Ensures that an annual audit occurs every year; ensures that systems and practices are in place to ensure a successful audit of the association
- Oversees the work of the Managing Director and Accountant, who manage the day-to-day finances
- Ensures financial tasks such as the changing of signing authorities is done in a timely manner

### Qualifications:

- CANO member in good standing for the previous two years with oncology experience
- Experience and knowledge relevant to the area of responsibility.
- Knowledgeable about CANO/ACIO.
- Possess excellent decision making, critical thinking and communication skills.
- Preference will be given to a bilingual candidate.

**Managing Director:**

Reports to the Board of Directors. Works collaboratively with the Treasurer regarding the financial affairs of the Association.

- Sits on the Finance Committee
- Assists with financial planning
- Prepares first draft of CANO/ACIO budgets and works with the Treasurer and BOD to finalize subsequent versions
- Ensures that the association's five year financial plan is updated on a bi-annual basis
- Reviews the financial statements developed by the accountant and presents them to the Treasurer
- Prepares the quarterly reports and presents to the BOD via the Treasurer
- Prepares the association audit and presents to the BOD via the Treasurer
- Oversees the work of the Accountant, who manages the day-to-day finances
- Ensures that practices are in place to ensure that a successful audit is conducted
- Responsible for ensuring that there is system of checks and balances in place monitoring the association's finances
- Assists in the association's audit

**Accountant:**

Reports to the Managing Director

- Prepares month end and year end income statements and balance sheets reports.
- Compiles and analyzes the financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establishes, maintains, and coordinates the implementation of accounting and accounting control procedures.
- Monitors and reviews accounting and related system reports for accuracy and completeness.
- Prepares and reviews invoices, and other accounting documents.
- Resolves accounting discrepancies.
- Recommends, develops and maintains financial data bases, computer software systems and manual filing systems.
- Interacts with external auditors in completing audits.

**Auditor:**

Reports to the Board of Director and CANO/ACIO membership

CANO/ACIO conducts an annual audit of its finances. The purpose of an audit is to evaluate an organization, system, process. Audits are performed to ascertain the validity and reliability of information; also to provide an assessment of a system's internal control. The goal of an audit is to express an opinion on the person/organization/system in question, under evaluation based on work done on a test basis.

In financial accounting, an audit is an independent assessment of the fairness by which a company's financial statements are presented by its management. It is performed by competent, independent and objective person(s) known as auditors or accountants, who then issue an auditor's report based on the results of the audit.