



**Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES**

**Policy #: 2.7.3**

**Policy: Job Description Board Treasurer**

**Revision: Rev 1**

**Approval: April 27, 2021**

**JOB DESCRIPTION  
BOARD TREASURER**

**1. General:**

- 1.1 The Treasurer of The Flower Cart Board of Directors is elected by the Board of Directors for a term specified in The Flower Cart By-Laws. The Treasurer assumes the responsibilities listed below:

**2. Responsibilities:**

- 2.1 Assumes the duties of the Chairperson of the Budget and Finance Committee.
- 2.2 Ensures compliance with Board financial policies and procedures.
- 2.3 Acts as The Flower Cart's contact person with the Board's Investment Advisor.
- 2.4 Advises the Board on matters of significance arising from the monthly financial statements and the Financial Dashboard.
- 2.5 Discusses financial matters with the Financial Director requiring the attention of the Board.

**3. Record of Amendments:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
Rev 0	Original Issue	April 25, 2017
Rev 1	Reviewed and Updated	April 27, 2021