

Treasurer

- Keep a full and detailed record of all income and expenditures; and prepare a monthly as well as year-end cash flow. The record will be kept in a safe place to which Executive members and the Staff Advisors shall have reasonable access.
- A written report (financial statement) will be prepared and given by the treasurer with a copy to the secretary at regular intervals to the Council meeting.
- Maintain accurate books in good order so that they can be handed over to an incoming Council.
- Obtain from and assist the Financial Advisor in the preparation of necessary floats for the purpose of sales (i.e. tickets, coupons, etc.) one (1) day before the sales must take place.
- Fill out and submit to the Financial Advisor any deposit forms and cheque requisitions to pay for any expenditures within the Council.
- Be responsible for delivery of signed cheques to the recipient where possible (i.e. dance, DJ, pizza delivery, etc.)
- Conduct him/herself at all times in a manner that reflects credit upon the Student Council and upon Emily Carr Secondary School.