Uplands Homeowners' Association (UHA)

TREASURER ROLES & RESPONSIBILITIES

As a director of the Association, this role includes the general duties of all officers to supervise the affairs of the UHA, participate in the establishment of rules and regulations of the UHA, and to support the other members of Board of Directors in conducting the business of the UHA.

Treasurer - Role:

Manage the financial strategy, budgeting, reporting, and risk management. The Treasurer ensures that the financial assets of the Association are protected, well managed and well spent. In addition, the Treasurer fulfils an executive role on the Board of Directors, with leadership responsibility in shaping the strategy, guiding operations, overseeing finances and ensuring organization success.

Treasurer – Key Responsibilities:

- Coordinate, prepare and submit an annual budget (operating and capital) to the Board for review and approval.
- Publish and distribute the approved budget within 30 days of the start of the fiscal year.
- Monitor and report on the financial expenditures against budget (monthly and annually).
- Submit a balance sheet and income statement at each Board of Directors meeting.
- Approve all major expenditures.
- Manage the operating and capital replacement reserve investments.
- Ensure appropriate financial controls are in place including a book of accounts, financial records, inventory of assets, and financial audit.
- Coordinate and approve the annual financial audit of the Association.
- Submit a duly audited financial statement for the previous fiscal year at the AGM.
- In the absence of the President and Vice President, the Treasurer shall chair the Board, Special or the Annual General Meetings of the Association.
- The Treasurer is an ex-officio member of each committee of the Association.

Board of Directors - General Responsibilities:

- Participate in Board and Association meetings and contribute to decision making.
- Support all decisions passed in Board meetings.
- Approve the annual budget of the Association.
- Determine the amount of membership fees for the following year.
- Listen to neighbours and bring their concerns and suggestions to the Board.
- Communicate the rules and regulations of the Association to members and non-members as required.