

The NCOHA is currently looking to fill the position of Treasurer on its Executive Board, effective immediately.

The Treasurer:

- (a) Chairs the Budget and Finance Committees.
- (b) Keeps a record of all monies received and disbursed; deposit all monies in the bank, make all disbursements by cheque as directed and approved by the Executive Committee.
- (c) Provides the Executive Committee with a financial report on a monthly basis.
- (e) Presents at each Annual General Meeting a report and updated financial statement and ensure that an annual audited statement is completed and available in a reasonable period at the end of the NCOHA's year of operations.
- (f) Upon retiring the position, the Treasurer will immediately return to the Association all books, papers, vouchers, money and other records or property of the Association.

If you are interested in filling this position, please forward your information via e-mail to the Executive Secretary, Karen Wait at Karen.wait@sympatico.ca.