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| TITLE: | Position Description for the Allied Boards Treasurer | | |
| Manual/Policy#: | MRHA Boards of Directors # V-A-8 | Entity: | AGH / CPDMH |
| Original Issue: | AGH: January 2018 CPDMH: November 2018 | Issued by: | Allied Boards Chair and Allied Boards Secretary |
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| Date Reviewed | March 2023 | Cross Reference(s): | |

1. POLICY STATEMENT:

As part of its commitment to good governance for the Almonte General Hospital Corporation and the Carleton Place & District Memorial Hospital Corporation (“the Corporations”), the Allied Boards of Directors will establish, approve and periodically review a position description for Allied Boards Treasurer (“the Treasurer”) which will provide a clear explanation of what is expected of the position and serve as a benchmark against which the performance of the Treasurer can be assessed.

2. SCOPE:

This policy is intended to support MRHA Common Administrative By-Laws No.1 which (article 9 and Article 10) permit the Allied Boards to create Officer positions in addition to those prescribed by the by-Law.

3. GUIDING PRINCIPLES:

N/A

4. DEFINITIONS:

N/A

5. PROCEDURE:

Role Statement

The Treasurer is an elected Director and works collaboratively with the Allied Boards Chair and Integrated Chief Executive Officer (“the CEO”) to support the Allied Boards in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct:

- Maintain a high standard for board conduct
- Adhere to and enforce by-laws and policies regarding Director conduct

Committee Membership:

- Serve as a member of the Allied Boards Executive Committee and as Chair of the Allied Boards committee(s) responsible for finance, resources and audit
- May serve as a member of other Allied Boards committees

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Committee Chair:

- Establish agendas in collaboration with staff and preside over meetings of the committee responsible for finance, resources and audit
- Ensure that the responsibilities outlined in the committee's terms of reference, as well as any other tasks assigned by the Allied Boards, are fulfilled annually
- Fulfill other responsibilities of a committee chair as established by the Allied Boards from time to time

Reporting Requirements:

- Stay up to date on audit and financial reporting requirements for the Corporations.

Audited Financial Statements:

- Present audited financial statements of the financial position of the Corporations and the reports thereon of the independent auditors to the Allied Boards and members of the Corporations at the Annual General Meetings

Mentorship:

- Serve as a mentor to other Allied Boards Directors of the Allied Boards Executive Committee and as Chair of the Allied Boards committee(s) responsible for finance, resources and audit

Skills, Attributes and Experience

In addition to the personal attributes required of all Directors of the Allied Boards, the Treasurer will demonstrate the following skills, attributes and experience:

- Financial expertise and literacy. An accounting designation is an asset.
- Ability to chair a meeting such that decisions are made in a manner that is respectful and efficient
- Ability to establish a trusted advisor relationship with the CEO, Integrated Chief Financial Officer and other Directors of the Allied Boards
- Ability to make the necessary time commitment and required flexibility in work schedule to meet the requirements of this leadership role
- Ability to communicate effectively with the Allied Boards, the management team, the external auditors and others as required
- Record of achievement in one or several areas of skills and expertise relevant to the work of the committee

Term

The Treasurer is elected annually by the Allied Boards for a maximum of three one year terms or until a duly qualified successor is elected or appointed. The Treasurer is subject to removal by resolution of the Allied Boards at any time.

6. REFERENCES:

Almonte General Hospital and Carleton Place & District Memorial Hospital Common Administrative By-Laws No. 1

Muskoka Algonquin Healthcare Role Description – Board Treasurer, Policy GOV-5-230, last reviewed June 2012

Quinte Healthcare Corporation Position Description for the Treasurer, Policy V-A-10, last reviewed September 2010

Stevenson Memorial Hospital Position Description for the Board Treasurer, Policy V-A-10, last reviewed April 2015

7. APPENDICES:

N/A

Evaluation

This policy will be reviewed every two years.