

Treasurer

The Treasurer shall:

- ensure that full and accurate account of all ABAM receipts and disbursements are kept in proper books of account, and that all monies or other valuables received are deposited in the name of and to the credit of ABAM in a bank designated by the Executive Committee.
- disburse ABAM funds under the direction of the Board of Directors, and shall give the Board an account of its transactions and financial position at regular meetings and at other times as directed by the President.
- assist the Executive Director and Executive Committee in the preparation of Association budgets.

Tasks by month

June	* Sign the approved audit before June 30th, date it is due to Sport MB
December	* Budget planning meeting with Executive and ED for the annual Sport MB funding applications due February 1

Tasks with no set deadline

* Sign cheques as needed * Other tasks as needed
