



CANSW Treasurer

Reports To: CANSW President

Term of Office: A two-year term with the possibility of an additional term
1. (CANSW Constitution, Article V, Section III)

Duties and Responsibilities:

The Treasurer is expected to attend CANSW Executive Meetings.

The Treasurer is responsible for all financial transactions on behalf of the CANSW. As such, all banking and updating account ledgers of both the general and conference account, and payment of all bills incurred by the CANSW are maintained and filed with the Treasurer.

The Treasurer is a standing member of the Conference Planning Committee. As such, responsibilities include payment of all conference expenses. All conference registrations are sent to the Treasurer's attention, receipts are provided at the time of the conference.

The Treasurer is responsible for providing annual statements of accounts for both the general and conference accounts to all members at the Annual General Meeting. The budget year is January to December 31st.

The Treasurer is responsible for receiving all members' renewal or application forms. Membership receipts are mailed or e-mailed.

The Treasurer will initiate the process of welcoming and orienting a new member by communicating with the President and the Regional Representatives. The membership list is to be kept current with additions or changes as required.

Attend CANSW Annual Conference and AGM.

Communicate issues of urgent concern to the Executive.

Solicit membership, abstract submissions, and encourage attendance and/or participation in the CANSW Annual Conference and AGM. This includes suggesting potential topics and activities to the Executive and Conference Planning Committee.

Solicit articles from the membership reflecting the happenings of the region for publicity purposes on listserve, website and/or other CANSW social media platforms, including possible publication, as appropriate, and for the CANSW 'Voice' blog.

Encourage and recommend nominations for CANSW Executive and Regional Representative vacancies to the CANSW Nominating Committee.

Encourage nominations for the annual Jane Dicks and Mary Lou Karley Mentorship Awards to the CANSW Executive.

Welcome new renal social workers and make ongoing efforts towards recruitment of potential CANSW members.

Submit expenses to CANSW Treasurer and represent CANSW at meetings, at the request of President/Executive.

Orient new successor and transfer materials of office.