

**CHICA - EASTERN ONTARIO**  
A Chapter of the  
Community and Hospital Infection Control Association - Canada

**POLICIES & PROCEDURES**

**SECTION:** Job Descriptions  
**SUBJECT:** **TREASURER/ MEMBERSHIP DIRECTOR**  
**ORIGINATED:** 1985 Terms of Reference  
**APPROVED:** Executive 01/11/06

**NUMBER:** 2.5  
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**REVISED:** 10/02, 5/05, 11/05  
2/06, 11/06

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**1. PHILOSOPHY**

In an efficient organization it is essential that all revenues and expenses be accounted for, and that an accurate record of members and contact information is maintained and updated.

**2. PURPOSE:**

The Treasurer/Membership Director ensures accurate financial records, preservation of the chapter funds and a current membership list.

**3. STRUCTURE**

The term of this position is two calendar years with eligibility for re-election.

**4. FUNCTION :**

- 4.1 Prepares an annual Chapter budget submits it to the Executive for approval at the last meeting of the year.
- 4.2 Deposits all monies to the credit of CHICA - Eastern Ontario in a bank approved by the Executive.
- 4.3 Disburses funds at the direction of the Executive.
- 4.4 Maintains complete accounts of all receipts & disbursements.
- 4.5 Provides the executive/membership with a financial update at each meeting.
- 4.6 Provides a written transaction report at the end of each calendar year for member review.
- 4.7 Makes recommendations to the Executive to ensure financial viability of the chapter.
- 4.8 Makes recommendations regarding donation to CHICA-Canada, Infection Control Ontario and the International Federation of Infection Control (IFIC) or other organizations.
- 4.9 Liaises with CHICA-Canada Administrator & Director of Finance, ensuring that chapter dues are received and provides reports as requested.
- 4.10 Collates receipts required to obtain GST Rebate and submits them to the CHICA-Canada Director of Finance with the annual Financial Statement by December 31. (CHICA-Canada Policy 9.46/9.47)
- 4.11 Encourages membership in CHICA-Canada and the chapter.
- 4.12 Receives and compiles membership information and chapter fees as forwarded from CHICA-Canada.
- 4.13 Maintains a list of current members, updates contact information as needed and sends updated list to Secretary & Administrative Assistant as changes occur.
- 4.14 Notifies previous members, as appropriate, that CHICA-Canada has not received their membership renewal for the current year.
- 4.15 Removes names from the Membership list if dues are not received by CHICA-Canada by July 30. Name transferred to Non-member Contact list
- 4.16 Collects or assigns a designate to collect non-member dues at each meeting.
- 4.17 Acts as the chapter representative to the CHICA-Canada Membership Committee.
- 4.18 Assures that a Welcome document and Dates & Deadlines are given/sent to new members.

**5. POLICY/PROCEDURE**

- 5.1 Candidates for Treasurer/Membership Director must be members in good standing of CHICA-Canada and CHICA-EO and agree to fulfil the functions of the position as outlined.
- 5.2 Follows CHICA-Canada Policies & Procedures; and "Information Package for Chapter Treasurers"
- 5.3 Assures retention of all financial records of the chapter for 7 years.
- 5.4 Orients the in-coming Treasurer/Membership Director in order to ensure a seamless transmission.

**6. REFERENCES**

- 6.1 Chapter Terms of Reference
- 6.2 CHICA-Canada Policy Manual