

# Codiac Regional Policing Authority

**Policy #:** G-1008  
**Category:** Authority Affairs  
**Subject:** Position Description – Treasurer  
**Date:** Insert  
**Review Cycle:** Year 5/5  
**Review Date:** 2025

## Framework

### Municipal Agreement

Article 6(5) of the Municipal Agreement establishing the Codiac Regional Policing Authority (CRP Authority) provides that the “Authority may adopt by-laws and policies to govern and regulate its activities.”

### CRP Authority Procedural By-laws

Section 8 of the CRP Authority Procedural By-laws set out the duties of the Treasurer as follows:

#### 8.1 The Treasurer shall:

- a) Ensure accurate and full accounts of all receipts and disbursements of the CRP Authority
- b) Oversee the preparation of financial reporting and budgeting processes in accordance with the Act
- c) Present the annual audited financial report prepared by the appointed auditors at the end of each fiscal year
- d) Be a signing officer for the CRP Authority and sit on the Executive Committee

## Policy

### ***(a) Other Responsibilities***

In addition to the foregoing, the Treasurer is responsible for:

- Chairing the Finance, Audit and Risk (FAR) Committee
- Managing, with the FAR Committee, the CRP Authority’s review and action related to the CRP Authority’s financial responsibilities
- Monitoring the succession planning for key contracted personnel supporting the financial reporting and budgeting processes for CRP Authority
- Ensure timely filing by contractors of all required federal and provincial tax filings

### ***(b) General Expectations***

The Treasurer is expected to provide leadership in the financial life of the organization.

### ***(c) Desired Skills and Attributes***

Given the important leadership role of the Treasurer), the following personal characteristics should be considered in nominating a CRP Authority member to the role of Treasurer:

- Integrity
- Clear and methodical record-keeping and/or mindset
- Have experience in dealing with large sums of money and budgets
- Have experience in financial control and budgeting
- Detail-orientation with concern for the long-term
- Be available and accessible to the Chairperson or contracted personnel providing financial services to CRP Authority
- Effective communicator
- Capable of collecting, analyzing and translating data into easy to understand information
- Familiarity with the CRP Authority's framework documents including the *Police Act*, significant agreements, by-laws and governance policies
- A spirit of teamwork
- Transparent
- Having a strong moral compass
- Well-informed of legal requirements pertaining to CRP Authority's finances
- Skilled at delegation
- Concern and care for their community
- Enhanced risk management skills