

Treasurer

ALL EXECUTIVE OFFICERS

- (a) The authority of BASA shall be delegated to the BASA Executive (see below).
- (b) The Executive Officers are authorized to represent and act on behalf of BASA as per procedures set forth in this document.
- (c) The Executive Officers may delegate authority to other individuals to serve as needed.
- (d) When taking on the role of an Executive Member of BASA the individual is also taking on the role of being an Ambassador of BASA, The Business & Administration Department, The Faculty of Business & Economics and the University of Winnipeg. Their behaviour as a result should have a positive reflection towards all the previously mentioned parties.
- (e) It is important that the Executive Officers be able to communicate fluently in the English language. Any other languages that the Executive Officers can effectively communicate in will be considered an asset to the BASA Executive.

TREASURER

IN ORDER TO HOLD THE POSITION OF TREASURER THE INDIVIDUAL MUST HAVE COMPLETED INTERMEDIATE ACCOUNTING: ASSETS AND INTERMEDIATE ACCOUNTING: EQUITIES (OR THE EQUIVALENT THERE OF).

The Treasurer shall have the care and custody of all of the funds and securities of the BASA Inc. and shall deposit these in the name of BASA Inc. in such bank account or bank accounts or with such depository or depositories as the BASA Board of Directors may direct. S/he shall keep the books of accounts and accounting records required by the By-laws and at all reasonable times exhibit his/her books and accounts to any Executive Officer or BASA Board of Director when asked. S/he may be required to give such bond for the faithful performance of his/her duties as the BASA Board of Directors in their uncontrolled discretion, but no BASA Board of Director shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of BASA Inc. to receive any indemnity thereby provided. *[In plain English, the Treasurer may have to sign for or vouch for the fact that BASA Inc. will have the sufficient funds to cover any and all expenses, but no one on the BASA Board of Directors or any Executive Officer shall be liable for any losses based on BASA Inc.'s Board of Directors Insurance.]*

Other duties and responsibilities of the Treasurer may include but are not inclusive to:

- (a) The Treasurer shall receive and dispense BASA Inc.'s funds in accordance with the decisions of the Executive. The President or Vice-President must approve and oversee all financial transactions regarding BASA funds.
- (b) The Treasurer shall maintain adequate control of all funds, ensuring there is an appropriate amount to cover costs, as well as ensuring an adequate amount is left at year-end for the next Executive to use and start the year with.
- (c) The Treasurer shall be responsible for developing the annual budget and presenting it to the Executive prior to July 1st of each year. This does not preclude any other Executive from aiding in the creation of the budget as determined by the Treasurer or the Executive.
- (d) The Treasurer shall work with the Officer of Operations to ensure all Membership fees are paid, if any (no membership fees are instituted providing a minimum budget is provided to BASA by the Faculty of Business and Economics).
- (e) The Treasurer has signing authority on any or all financial and banking procedures.