



### PARIM Treasurer Duties & Expectations

1. Attend all Executive and Board meetings and come prepared to give an update on finances as well as contribute to other conversations.
2. Respond to e-mails in a timely manner (for any communication without a specific due date, a response within 3 days is preferable, but no longer than within a week).
3. Plan a budget for the academic year in consultation with Executive Director, President and/or the Executive Committee.
4. Act as a signing officer for PARIM business and finances.
5. Sit on the Finance, Audit & Risk Committee and actively participate in discussions and decisions.
6. Communicate with payroll organization as needed.
7. Meet with auditor and investment advisor(s) as required.
8. Contribute as necessary to decisions regarding banking institutions, investments, and other financial issues.
9. Communicate with the PARIM Executive and staff in a timely manner regarding any questions, concerns, or delays that arise.
10. Evaluate the position of Treasurer over the course of the term and update the job description accordingly to allow for smooth handover to the new Treasurer at the end of the academic year.