

CIM Maritime Branch Outline of Responsibilities

Board Treasurer

The role of the Maritime Board Treasurer is to ensure timely issue of receivables and payment of payables. The Treasurer reports to the Director of Finance & Accounting of the CIM Maritime Branch. The responsibilities of the Branch Treasurer include:

1. Attends all meetings of the Board of Directors and other meetings as required.
2. Acts as a signing officer for all financial documents and may be a signing officer for other contracts or agreements.
3. Ensures the timely issue of accounts receivable invoices and payment of accounts payable.
4. Provides source documents to the Director of Finance & Accounting in a timely manner for data entry.
5. Ensures that all Board financial policies and procedures are followed.
6. Oversees communication with the financial institution used for banking
7. Works to identify and implement financial effectiveness and efficiencies.
8. Reviews all financial policy and procedures annually for currency and recommends changes.
9. Positively promotes supports and encourages involvement of all members.
10. Responds to emails and other communications within 48 hours of receipt.
11. Cultivates and builds relationships with CIM membership, other directors and external organizations to create effective partnerships and efficiencies that benefit CIM.

Preferred Qualifications

1. A minimum of one year's experience at the CIM branch board level.
2. Previous banking, finance, and/or accounting experience an asset.
3. Strong influencing and negotiating skills to present alternatives, resolve conflicts and minimize high-risk situations and the ability to quickly establish credibility.
4. Superior time management and organizational skills to manage competing priorities and remain calm under pressure.
5. Excellent communication, presentation, interpersonal and relationship-building skills
6. Sincere commitment to work collaboratively with all constituent groups, including other board members (national and branch), and other supporters.