

Secretary-Treasurer Duties and Responsibilities Policy

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Version	Approved By	Revision Date	Author
1.0	APFFPA Executive Board		APFFPA Principal Officers

Purpose

The purpose of the Secretary-Treasurer position within the ASSOCIATION is multifaceted, encompassing vital functions that contribute to the overall governance, financial integrity, and operational efficiency of the organization.

Scope

The policy is applicable to activities and responsibilities within Alberta and the Northwest Territories, where the APFFPA operates.

Policy Statement

his policy establishes the framework for the duties and responsibilities of the Secretary-Treasurer within the ASSOCIATION, outlining key areas of focus, accountability, and operational guidelines. The Secretary-Treasurer plays a crucial role in maintaining the organization's transparency, financial health, and overall effectiveness.

Section 1 Record and Information Management:

The Secretary-Treasurer serves as the custodian of records, maintaining accurate and comprehensive documentation of all proceedings, decisions, and relevant information. This function ensures transparency, accountability, and historical continuity within the ASSOCIATION.

Section 2 Membership Administration

As the issuer of memberships and custodian of the Official Seal, the Secretary-Treasurer plays a pivotal role in managing and maintaining membership records. This purpose ensures that membership processes are efficient, accurate, and in compliance with organizational policies.

Section 3 Financial Stewardship

A primary purpose of the Secretary-Treasurer is to oversee the financial affairs of the ASSOCIATION. This includes receiving, depositing, and disbursing funds in a transparent and responsible manner. The goal is to maintain the financial health of the organization, supporting its sustainability and growth.

Roles & Responsibilities

Role & Responsibility
<ul style="list-style-type: none">• Serves as the Recording Secretary, maintaining accurate records of proceedings.• Issues memberships, manages the Official Seal, and keeps records of LOCALS' leadership.• Coordinates conventions, prepares reports, and ensures financial stewardship.• Manages day-to-day operations in collaboration with the President and Executive Vice-President.

Approval & Review

This policy will undergo periodic reviews to ensure its continued relevance and effectiveness.

Name	Title	Date of Review
Elliott Davis	APFFPA President	
Dan Henschel	APFFPA EVP	
Cole Chapelsky	APFFPA Secretary Treasure	