



Canadian Association of Nurses in Oncology
Association canadienne des infirmières en oncologie

Position Title: CANO/ACIO – Treasurer

Position Type: Volunteer, Board member, position for a 3 year term, renewable once

Revised: September 2014

Association:

The Canadian Association of Nurses in Oncology (CANO/ACIO) is a national organization established in 1984 to support the efforts of Canadian nurses in promoting and developing excellence in oncology nursing practice, education, research, and administration.

CANO/ACIO's mission is "to advance oncology nursing excellence through practice, education, research and leadership for the benefit of all Canadians."

CANO/ACIO's vision is that "CANO/ACIO is a driving force nationally and an influencing force internationally in advancing excellence in cancer nursing across the cancer control spectrum. Canadians across the cancer spectrum have timely access to high-quality nursing."

Position Description:

As a member of the CANO/ACIO board of directors the Treasurer works collaboratively with the head office and is a member of executive committee. The Treasurer ensures that the board of directors has custody of the funds and securities of the Corporation and shall ensure that full and accurate accounts of all assets, liabilities, receipts and disbursements are kept.

Reporting Relationship: The Treasurer reports to the Board of Directors.

Responsibilities

- Board liaison responsible for addressing questions/concerns related to CANO/ACIO's finances
- Co-chair of the conference planning steering committee.
- Chairs the Finance Committee
- Financial planning: Responsible for the development of the CANO/ACIO budget by overseeing its development.
- Responsible for the implementation and updating of the financial plan.
- Co-chairs the Conference Planning Steering Committee with DAL Education.
- Ensures that there is a system of checks and balances in place monitoring the association's finances

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- Ensures financial content on the website is current and accurate
- Presents the financial statements at the Board meetings
- Presents the quarterly reports to the Board of Directors
- Presents the association audit to the Board of Directors and Membership
- Presents the budget to the Board of Directors and membership at the AGM
- Ensures that an annual audit occurs every year; ensures that systems and practices are in place to ensure a successful audit of the association
- Oversees the work of the Executive Director and Accountant, who manage the day-to-day finances
- Ensures financial tasks such as the changing of signing authorities is done in a timely manner

Qualifications:

- CANO/ACIO member in good standing for the previous two years with oncology experience
- Knowledgeable about CANO/ACIO
- Possess excellent decision making, critical thinking and communication skills
- Preference will be given to a bilingual candidate
- The CANO/ACIO Treasurer is a Nurse.
- Demonstrated leadership ability
- Possess excellent financial and budgeting understanding