

OPSEU Local Treasurer Job Description

Source: OPSEU's *Local Treasurers Getting Started Toolkit*

The local treasurer has the following responsibilities:

- Responsible for all financial transactions of the local
- Issues cheques and has signing authority
- Keeps financial records of the local
- Prepares Trustee Audit Reports (TARs)
- Ensures that trustees have financial information in order to complete trustee audit reports
- Presents local treasurer's report to general membership meetings
- Chairs any finance committee the local may have, and ensures the local applies for other funding entitlements from OPSEU
- Develops, with the LEC, an annual budget reflecting the local's program priorities for the year
- Presents the proposed local budget for discussion and approval by the membership
- Works with other LEC members to provide effective leadership to build an inclusive local.

