

Secretary / Treasurer

Organization: PPOC-AB North/Central/South Branch

Location: Alberta, Canada

General Function

The purpose and role of the Secretary/Treasurer is to oversee the financial budget and expenses of the Branch and to support the Regional Treasurer in preparing the Regional Budget.

Additionally, the Secretary/Treasurer is to ensure that the records and minutes of the PPOC-AB North Branch are maintained in accordance with the PPOC By-Laws.

Organizational Relationship

Accountable to: Branch Chair

Functional Relationship with: Branch Executive, Regional Treasurer
National Treasurer, National Bookkeeper

Service Merits: up to 40 merits based on contribution/performance

Contributions & Expectations

- An accredited member of the Executive Committee. Expect to attend a minimum of 75% of the exec meetings as may be planned for by the Branch.
- Be knowledgeable of the PPOC National By-Laws.
- Distributes board communication as directed by the Branch Chair
- Provide proper notice of all Branch Executive Meetings
- Timely distribution of agendas and previous meeting minutes.
- Prepare the approved minutes of each Branch meeting after the meeting minutes have been commented on by Branch Executives and Branch Chair and will ensure that the minutes are maintained.
- Make and submit for approval a branch level budget to the regional treasurer. Manage the annual branch budget
- Ensure that the association's financial policies are respected
- Receipt, collection and submission of personal expense reports to Regional.

Voting Limitations

The Chair shall vote on all governance and operational issues at the Branch level.

Skills:



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- Be knowledgeable of file and folder management.
- Working knowledge of Word & Excel.
- Have good listening, organizational and communication skills.
- Be aware of meeting rules of order.