



Row Nova Scotia  
5516 Spring Garden Road, 4th Floor  
Halifax, Nova Scotia B3J 1G6

## Terms of Reference

### Treasurer

#### Mandate

The Row Nova Scotia Board of Directors' mandate is to set the direction of the organization and ensure sustainability by collectively directing its actions and affairs to meet its strategic objectives. This includes overseeing programs and actions to assist in meeting stakeholders', including athletes, coaches, officials and clubs, needs.

#### Composition

The Row Nova Scotia Board of Directors is chaired by the President and includes a Treasurer, Secretary, and a minimum of three Director at Large positions. The Board of Directors has ex-officio positions for the Past President and Row Nova Scotia's Administrative Representative. All elected Board of Director positions are for two-year terms with the possibility of re-election. Board of Directors are limited to three consecutive terms in any one position. Under circumstances identified by the Board of Directors an individual may serve more than three consecutive terms with a majority vote at a special meeting or Annual General Meeting. Directors at Large are nominated and ratified by the Row Nova Scotia membership in accordance with the Row Nova Scotia by-laws.

#### Responsibilities

The primary responsibilities of the Treasurer include, but are not limited to:

- attending Board of Directors' meetings, Annual General Meetings and special meetings;
- serving as the Chair for the Row Nova Scotia Finance Sub-Committee;
- preparing and review the year-end balance sheet, income statement and annual organization's budget to be presented at the AGM;
- preparing budget-to-actual updates to the Board of Directors on a quarterly basis; and
- reviewing and approving monthly finance reporting packages, cheques, deposits, expense claims, capital purchases, capital assets, and inventory as needed.