

# POSTING

## OSSTF DISTRICT 10

### Treasurer

**Immediately Upon Election – June 30, 2024**

*(One to be Elected)*

**Responsibilities** *(in accordance with the OSSTF District 10 Constitution):*

- attend Executive and Council meetings;
- provide written reports to Executive and Council;
- keep an account of all monies received and disbursed;
- arrange to have deposited all monies in a chartered bank or trust company in the name of the District;
- pay all authorized accounts in accordance with the Bylaws of the District;
- assist in the preparation of a budget for the next year and present it to the Membership at the AMDA;
- approve and forward all applications for Provincial funding;
- perform any other duty as specified for the Treasurer in the OSSTF Provincial Handbook;
- maintain the books according to generally accepted accounting principles;
- chair the meetings of the Finance Committee.

*Duties to commence immediately upon election by District Council.*

Applicants are asked to forward their name and a brief letter outlining their qualifications and Federation experience, which will be shared with members of District Council.

*Applications are due to the District Office by 4:00 pm on Friday, September 26, 2023.*

Applicants will be provided three (3) minutes to address District Council, prior to the election.

Email: [office@osstfd10.ca](mailto:office@osstfd10.ca)

