

Financial Officers Workshop

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Having been a trustee for a few years, I was familiar with some of the facets of that position. However it consists of more than just looking at numbers – a trustee has to be familiar with the by-laws and guidelines to make sure that all clauses are adhered to as well as adopted motions (dues, meetings, expenses...), ensures that all expenses are accompanied with the proper documentation, proper signatures, etc... A trustee must also have a good understanding of bookkeeping (balancing books, reconciliations, etc...) in order to locate posting errors, if any, and bring such errors to the attention of the treasurer for correction. Once the audit is completed, the trustees have to present a report to the members and make recommendations. All in all, it was a very good workshop and I thank you and the executive for giving me this opportunity.