



**TERMS OF REFERENCE  
TREASURER**

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## **FURTHER INFORMATION**

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## **1. INTRODUCTION**

### **1.1 Purpose**

This document defines the terms of reference for the Global ACI Treasurer.

### **1.2 Scope**

In accordance with Global ACI-GOV-002 *General Rules*, following approval by the General Assembly, the Executive Committee shall appoint the Global ACI Treasurer. This document applies both to the Global ACI Treasurer in the conduct of his/her duties and to the General Assembly and Executive Committee in appointing a suitable person.

## **2. TERMS OF REFERENCE**

### **2.1 Responsibilities of the Treasurer**

The Global ACI Treasurer shall:

- 2.1.1 Provide necessary support to the Executive Committee for the oversight of Global ACI financial matters.
- 2.1.2 Ensure that all money which is received by and belongs to Global ACI is properly recorded and safely kept in accordance with Global ACI policies.
- 2.1.3 Ensure that the legitimate liabilities of Global ACI are properly recorded and paid out to such persons or corporations and in such manner as is required by law, by resolution of Global ACI, or by direction and approval of the Chair.
- 2.1.4 Ensure that the books, accounts and financial records of Global ACI are maintained up to date and preserved.
- 2.1.5 Ensure that at least once per year a full and detailed balance sheet and a statement of revenue and expenditures is prepared and submitted to the auditors for audit and upon completion, present those statements to the membership of Global ACI.
- 2.1.6 Ensure that all required filings and reports, including tax returns, required by the relevant authorities are prepared and filed within the deadlines prescribed by applicable legislation and regulation.
- 2.1.7 Participate in the selection of banking service providers and become a signing officer to such banking services. The signing authority will be exercised by signing checks, approving wire transfer payments and approving the investment of excess funds in accordance with Global ACI's investment policy.
- 2.1.8 Be knowledgeable about who has access to Global ACI funds and ensure that appropriate and adequate financial controls are in place to protect the assets of the Global ACI.
- 2.1.9 Oversee development of the annual budget and subsequently, monitor actual revenues earned and expenses incurred against the approved budget.

- 2.1.10 Oversee development of and monitor adherence to all Global ACI financial policies.
- 2.1.11 Regularly inform the Executive Committee and General Assembly of key financial events, trends, concerns, and the ongoing assessment of Global ACI's financial position.

## 2.2 Terms of Service

- 2.2.1 The Global ACI Treasurer is appointed by the Executive Committee and shall be chosen from amongst the Global ACI Membership. The term of service for the Global ACI Treasurer shall be for a maximum of two (2) consecutive, three (3) year terms, i.e. a maximum of six (6) years.
- 2.2.2 A person once having resigned from the position of Global ACI Treasurer or completed the maximum period of service shall not be eligible to serve for a further term.
- 2.2.3 The Global ACI Treasurer shall be an Officer of Global ACI and is required to agree to and sign the Global ACI Officer's Consent and Qualification Certificate at Global ACI-FMS-004.

## 2.3 Access to Information

The Global ACI Treasurer shall be provided with full access to all relevant information within Global ACI.

## 2.4 Reporting

In accordance with the structure of Global ACI given in Appendix 1 of Global ACI-GOV-002 *General Rules*, the Global ACI Treasurer reports directly to the Executive Committee.

## 3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global ACI
All	1.0	Changing Global Accreditation Cooperation Incorporated to Global ACI, including updating of Global ACI contact details