Call for Nominations: Treasurer

The CSPT Nominating Committee is seeking nominations the position of Treasurer.

Position Term
The Treasurer position is for a four-year term beginning July 1, 2021 and ending June 30, 2025.

Position Summary
The Treasurer’s role in financial matters is primarily at the governance level (budgeting/planning, policy setting, expense approval and investment management) and will serve as the Chair of the Finance Committee. The Treasurer will oversee the day-to-day financial controls of the organization, preparation of financial statements and income tax returns. Support for these latter activities will be provided by the Executive Director. The Treasurer is a member of the CSPT Board of Directors, which meets monthly and focuses on society management including strategic planning, the financial sustainability of CSPT and issues of importance to the membership.

Specific Responsibilities
- Chairing the Finance Committee
- Member of the Board of Directors
- Liaise with other CSPT committees regarding financial matters
- Reviewing financial statements; presenting statements to the Board of Directors in partnership with the Executive Director and answering questions about them
- Managing CSPT investments in consultation with the Board of Directors, and reporting on them
- Reviewing annual operating and capital budgets; presenting budgets to the Board of Directors in partnership with the Executive Director and answering questions about them
- Reviewing and presenting the financial statements to the Board of Directors for approval; presenting the financial statements and budgets to CSPT Members at the Annual General Meeting
- If requested by the Executive Director, acting as a consultant on any matters relating to finances of the organization
- Recommend to the Board of Directors whether the organization should have an audit and assists in the selection of an auditor, if needed.
- Although not a primary responsibility of the Treasurer or Finance Committee, the Treasurer is expected to fundraise for the Society along with all other members of the Board of Directors.
- Service on other committees as agreed
Nominee Requirements

- The Treasurer must be a member of CSPT in good standing.
- Previous experience with budgeting and finance is preferred.

Nomination Requirements

- Nominations may be prepared by a CSPT Regular Member or a member may self-nominate
- Please prepare your nomination on official letterhead, which should be sent by email to Randee Holmes, CSPT Executive Director randee@pharmacologycanada.org by April 30th, 2021.
- Include the name, current affiliations, phone number and email address of the nominee
- Include the nominee’s C.V.
- Include a brief statement of nomination (the nominee should prepare this statement) (250 words max). This should include a brief summary of the nominee’s education/research background in basic or clinical pharmacology, their past involvement in CSPT and other relevant leadership activities and a brief description of the Nominee’s attributes that that best qualify them to be part of the CSPT leadership team.