

# Financial responsibility of board members

What are you talking about? I'm a board member, not the treasurer!

As a board member, you are responsible for the management of your organization's finances. The treasurer's role is to carry out the decisions of the board and to periodically report on the financial status.

How well does your organization manage its finances? How does it stack up in the following areas?

- \* Do you treat the financial affairs of your organization as you would your own?
- \* Do you ensure that your organization's records are audited by a reputable auditing firm?
- \* Do you know your organization's budget, budget process and current financial situation?
- \* Do you know who is authorized to sign cheques and in what amount?

**Peter Fleming**



- \* Do you avoid the substance or appearance of conflicts of interest?
- \* If your organization is tax exempt or a registered charity, are you sure all procedural requirements are up-to-date?
- \* If your organization employs staff, are there documented hiring, promotion, appraisal and termination procedures?
- \* Are there clear terms of authority for the executive committee?
- \* Is there adequate insurance in place — property, liability, treasurer's bond?
- \* Can you honestly say that every board member and member attending the

annual meeting understands the annual financial statement?

The above list identifies potential problem areas related to financial management. Deficiencies should be addressed by the board since it is the board members, not just the treasurer or any other officer who is ultimately accountable and responsible to the members of the organization who entrusted the organization's assets to them.

*Peter Fleming is manager of 4-H and Organizational Development for the Ontario Ministry of Agriculture and Food, Guelph.*



## Workshop leaders trained by FWIO

As a result of the FWIO Visions for Volunteers workshop, held recently in Toronto, every area including JWIO, now have two trained people who can organize workshops on any topic. This means that they, with the help of a committee will organize the workshop — it does not mean that they will be the topic presenters.

Topics such as volunteers, resources, meetings, delegating, publicity and promotion, displays and layouts, and the practical pointers on putting on a workshop, were covered.

This workshop, sponsored by FWIO and taking the place of the former Officers' Conference, was offered in answer to numerous requests from FWIO members for information on how to organize a workshop.

Now that each Area have trained leaders, it is up to you to put into action what they have learned.

*Geraldine Campbell  
FWIO Public Relations Officer*

## Peace

Canada is the country in which we live,  
It is great, vast, strong and safe.  
Day after day, we hustle and bustle about,  
But what do we to Canada really give?  
There's the mountains, lakes and rivers  
where we ski, skate, swim and fish.  
Yes, we take everything for granted  
But, what do we to Canada really give?  
Here's where the Women's Institute stand and say,  
It's peace, hope and love for people who live  
From the north to south, and east to west,  
That's what we, the WI, strive to give.

*Florence Gole, Kitchener*