

# LOCAL TREASURERS ORIENTATION

## Getting Started



# LOCAL TREASURERS – GETTING STARTED

**This orientation should take no more than 15 minutes**

Download the full Local Treasurer's Orientation series at  
<https://opseu.org/member-education/>



# LOCAL TREASURERS – GETTING STARTED

Congratulations on your role as a new Treasurer. Being a Local Treasurer can be rewarding but challenging.

The Member Education Unit has developed these short orientations to get you started.

As you complete these modules, you will be exposed to many additional supports to assist in your success. For more Member Education Resources click here. <https://opseu.org/member-education/>



# LOCAL TREASURERS – ROLES

1. Maintain sound financial records.
2. Lead the Local Executive Committee in the development of an annual Local budget.
3. Present the budget to the Local membership for discussion and approval.
4. Ensure the financial health of the Local.



# LOCAL TREASURERS – JOB DESCRIPTION

- Responsible for all financial transactions of the Local.
- Keeps financial records of the Local.
- Prepares Trustee Audit Reports (TARS)
- Ensures that trustees have financial information in order to complete Trustee Audit Reports.



# LOCAL TREASURERS – JOB DESCRIPTION

- Presents Local Treasurer's report and Trustee Audit Report (TAR) to general membership meetings.
- Chairs any finance committee the Local may have, and ensures the Local applies for other funding entitlements from OPSEU.
- Develops, with the LEC, an annual budget reflecting the Local's program priorities for the year.



# LOCAL TREASURERS – JOB DESCRIPTION

- Presents the proposed Local budget for discussion and approval by the membership.
- Works with other LEC members to provide effective leadership to build an inclusive local.



# LOCAL TREASURERS – CHECKLIST

In the first month you should complete The Local Treasurer's checklist.

It is designed to help you pull together the information, resources and documents you need to be an effective new Local Treasurer.

Please click here for a copy of the checklist: [https://opseu.org/wp-content/uploads/2016/03/local\\_treasurers\\_first\\_month\\_checklist.pdf](https://opseu.org/wp-content/uploads/2016/03/local_treasurers_first_month_checklist.pdf)





# LOCAL TREASURERS – CHECKLIST

**Ensure you do the following in the first month:**

1. Set up a place to work.
2. Gather information about your Local's finances.
3. Identify resources and people to work with in your job as a Treasurer.



# LOCAL TREASURERS – CHECKLIST

**Contact your OPSEU Regional Office Secretary to:**

1. Introduce yourself
2. Find out what financial information about your Local they have or don't have
3. Get the latest Trustee Audit Report submitted by the Local;
4. Get a copy of your Local's membership lists – bargaining unit and list of signed up members.



# LOCAL TREASURERS – CHECKLIST

- Change signing authority on the Local's bank account(s).
- This will involve past signatories along with new signatories going to the bank with appropriate I.D.
- If this is not possible, then get a letter from OPSEU's First Vice-President/Treasurer at OPSEU's head office to add and remove signatories. (These forms are at the back of the Local Treasurer's Toolkit)



# LOCAL TREASURERS – CHECKLIST

- Set up the Local's books with the information you've gathered.
- You may want to contact your Local's trustees to introduce yourself and to say that you will be filing a Local Trustee Audit Report (TAR).
- Bring all the information you have gathered to your next Local Executive Meeting so the LEC can make decisions about how to move the Local's finances forward.



# LOCAL TREASURERS – CHECKLIST

- Complete the Local Executive Committee Form, circulate it to your LEC and forward the completed form to your Regional Secretary.
- The form can be found here: <https://opseu.org/wp-content/uploads/2017/02/202-localexecutivecontactinformationformaccre.pdf>



# LOCAL TREASURERS – NEED HELP?

Remember that you have your Local President, Local Executive Members, Stewards, OPSEU staff and your Executive Board members that you can call on for help.



# LOCAL TREASURERS – NEED HELP?

For more information visit the OPSEU Member Education web page at <https://opseu.org/member-education/> and download the Local Treasurer's Toolkit.





# MEMBER EDUCATION FORMATION DES MEMBRES



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