

Editors' Association of Canada/Association canadienne des réviseurs

Financial Policy

Effective date: June 2021

1. Policy purpose

The purpose of this policy is to provide transparency about Editors' Association of Canada (Editors Canada) finances and to promote stability by having financial practices described in association documents.

2. Policy statement

Editors Canada is committed to tracking, reporting and measuring financial performance.

3. Applicability

This policy applies to staff and volunteers of Editors Canada, especially directors and the executive director.

4. Responsibility

The executive director of Editors Canada is accountable to the national executive council for the day-to-day financial management of the association.

- This includes all aspects of financial reporting found in the Financial Procedure.
- The approval of the national executive council is required whenever any of the financial practices outlined in the Financial Procedures is modified or set aside.

Directors of the national executive council are responsible for approving the annual budget, staying within the constraints of that budget, creating reasonable financial procedures and overseeing the financial management of the association.

Branch executives are responsible for assigning branch officers to carry out the duties outlined in the Financial Procedures and ensuring that branch expenses do not exceed their branch's financial resources.

5. Contact information

Enquiries about this policy should be directed to the national office of Editors Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416 975-1379

1 866 226-3348 (toll-free)

6. Authority

This policy is issued under the authority of the members of Editors Canada.

Substantive revisions to this policy must be ratified by a vote of the association's national executive council.

7. References

The procedures for implementing this policy appear in the document Financial Procedures.