

## **POSITION DESCRIPTION:**



## **TREASURER**

**REVIEWED: March 16, 2015**

### **1.0 PURPOSE**

The Treasurer will ensure that all funds and securities are properly managed and that all financial management and reporting obligations set out in the Corporations Act are fulfilled. By maintaining accurate financial records and supporting budget activities of the Club you are contributing to the successful operation of the Club.

### **2.0 RESPONSIBILITIES**

- Keep financial records using proper accounting procedures
- Collect money as required
- Calculate profit made on fund raising events
- Make bank deposits
- Maintain bank records and maintain current signing authorities with the Club's bank
- Make all withdrawals by cheque, signed by 2 of the 3 members of the Board of Directors with bank signing authority
- Monitor the financial statements monthly
- Prepare and process Club payables on the direction of the Executive Committee
- Collect 'Request for Funds' forms from applicants and obtain approval of another Board Member before processing as a payable.
- Present monthly financial report at Executive Committee Meetings including receipts and payment totals for the month
- Deliver accounting records to the Club's accountant for preparation of annual statement
- Present the annual financial statement to the members at the Club's Fall Meeting
- Assist the President / Vice-President with budget preparation
- Assist with developing and monitoring financial policies and procedures
- Work with Fund Raising Committee to optimize revenue opportunities
- Complete required tax return and mail by April 30
- AGLC Reporting
- Assist with other Club activities
- Monitor club activities while at the arena, provide club information as board representative to club members

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### **3.0 REQUIREMENTS**

- Good organizational skills
- General booking knowledge
- Ability to communicate effectively
- Access to a computer, internet and word processing programs such as Word and Excel
- Basic computer skills and access to photocopier and printer
- Ability to work with a team and independently
- Ability to fulfill deadlines
- Make good decisions based on the best interest of the Club as a whole

### **4.0 TIME COMMITMENT**

- Two year term of office; August 1 - July 31 (elected in odd years)
- Estimated time;
  - Annual General Meeting, 2 hours per year
  - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
  - Registration, 10 hours per year
  - Budget preparation, 10 hours per year
  - Book keeping, 3 hours per month, 24 hours per year
  - Banking / deposits, 3 hours per month, 24 hours per year
  - General correspondence, 10 hours per year

Approximate total yearly commitment, 100 hours per year