



JOB DESCRIPTION

Treasurer

General description:

Annually elected by the membership at the AGM, this position is responsible for leadership and overall administration of financial activities, with accountability to ensure compliance with the Society Act and Canadian generally accepted accounting principles.

Specific responsibilities: (in addition to the Duties and Responsibilities of members of the Board)

1. Serve on the Board of Directors, with the general responsibilities of Board members and in accordance with Board policies and procedures;
2. Direct the function of the Financial Administrator, and verify that all accounting records are in good order;
3. Direct the function of the Beverage Manager, and ensure compliance with all applicable regulations of the Liquor Control & Licensing Branch;
4. Nominate an independent Financial Reviewer (professional accountant) for appointment at the AGM;
5. Arrange for the Commodore, Vice Commodore, Treasurer and Secretary to be processed as Club signing officers as soon as possible following the AGM;
6. Be responsible for the issuance of all cheques drawn by the Club, and assurance that all electronic payments be authorized and cheques for amounts greater than \$500.00 shall be signed by two signing officers;
7. Ensure that all invoices contracted by the Club and properly approved are paid in a timely manner;
8. Ensure that all monies due, owing and payable to the Club are collected in a timely manner;
9. Ensure that all dues, fees and monies received by the Club are deposited to the financial institution approved by the Board in a timely manner;
10. Present the current fiscal year actual (preliminary) accounts, with a comparison to budget at the AGM;
11. Present the coming fiscal year budget accounts plus a ten year forecast at the AGM, including operating revenues & expenses, capital expenditures and cash flow;
12. Report the current status of financial activity to the Board at each monthly meeting;
13. Conduct an annual review of our insurance coverage to ensure that it is appropriate;
14. Manage the annual process for membership billings and follow-up for any delinquent members;
15. Prepare and present the fiscal year-end financial statements of the Club to the Board after acceptance by the Financial Reviewer appointee;
16. Discharge any duties as may be assigned by the Commodore.

Date adopted by the Board of Directors: January 8, 2013

Date of last review: _____