



# **Skate** **Claresholm Skating Club**

## **Position Description—Treasurer**

### **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 will support the organization's mission to enable everyone to participate in skating throughout their lifetime for fun, fitness and / or achievement.

### **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 4 members of the Executive Committee 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 Executive 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 ensure a 'breakeven' year
- Complete required tax return and mail by January 31
- Assist with other Club activities
- Monitor and support Club activities while at the Arena.



# **Skate** **Claresholm Skating Club**

Payments to be aware of:

- ✓ Sanctions for Club activities, Competitions, Carnivals, Skater Appearances (including guest skaters) and skaters carrying flags at hockey games
- ✓ Registration and insurance fee for each member—to be sent with member registration
- ✓ Contribution fee, payable on a per member basis, to the Section
- ✓ Ice fees, Coaches fees

## **Qualifications**

General bookkeeping knowledge

Ability to communicate

Ability to work both with a team and independently

Ability to make deadlines

Ability to make good decisions based on the best interests of the Club

## **Time Commitment**

Two-year term of office, August 1 to July 31

Estimated Time:

Attend monthly Executive Meetings	3 hours per meeting for 8 meetings
Attend General Meetings	2 hour per meeting for 2 meetings
Registration	6 hours
Prepare Budget	3 hours
Bookkeeping	1 hour per month for 8 months
Collect money, banking	3 hours per month for 6 months