

	Policies and Procedures		Policy #
	Name: Job Description – Treasurer		2003-007
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SCOPE

The following outline the various tasks and responsibilities that are to be undertaken by the Treasurer of the Club. The Treasurer is expected to carry out these responsibilities; however they may delegate certain activities to other club members when support and assistance is required. .

DEFINITION

The Treasurer shall:

- Be responsible for all financial transactions of the club.
- Prepare, coordinate and monitor the budget.
- Check all financial records of the club.
- Present current financial statements as required.
- Settle all club member accounts if past due or delinquent, or when a cheque is returned NSF.
- Assess all incoming invoices and statements for payment.
- Be one of two individuals required to sign all cheques.
- Ensure that the Office Manager receives all club funds, pays all bills and keeps proper books of accounts.
- Oversee all fundraising and bingo sessions.
- Ensure that all bingo session dates are provided to members, providing them with sign up sheets for the various positions.
- Ensure that all licenses are acquired for bingo lottery events and that all members are called with a reminder.
- Prepare a draft budget for the upcoming fiscal year (April). Meet with the President, Vice-President and Office Manager to perform this activity.
- Present the budget at the Annual General Meeting.
- Serve on the Management Committee.
- Chair the Budget Committee.
- Meet with the auditor to review the books prior to the Annual General Meeting (January).
- Organize and chair the Swim-A-Thon if the activity is not delegated.