

These jobs are not all to be done by Treasurer – it is a list of responsibilities that can be delegated, assigned to Manager, or eliminated with board approval

Treasurer

Updated October 13, 2006

Budget

- chairs committee to prepare annual operating budget and presents to board of directors
- recommends budget policy to board
- monitor budget and report to board
- make recommendations for WCCSC fee schedule at annual planning meeting
- coordinate long range financial planning

Grant Applications

- consults with manager, reviews and signs grant application
- may initiate grant applications when appropriate

Financial Reports

- presents reports to monthly exec meetings and AGM for members approval

Bookkeeping

- supervise bookkeeping contractors
- directs staff in preparation of monthly and annual statements
- monitors input of data for payables, receivables in SA program
- monitors invoicing, payroll, bank reconciliation
- review general ledger

Fundraising Activities Daily Revenue Investments

- financial supervision at ski swap
- invests surplus cash within guidelines established by the board
- recommends fundraising activities to the board
- monitors day pass collection and recording
- monitors rental of lockers, equipment
- monitors revenue sources such as newsletter and billboard ads
- oversees and coordinates sponsorships

Inventory Insurance Policies

- oversees inventory records and delegates responsibility for completing inventory
- consults with manager regarding insurance coverage
- ensures that inventory is reflected in the balance sheets

Executive Duties

- attend monthly meetings – approximately 7pm to 9:30pm, Annual General Meeting, Annual Planning Meeting
- ensure that a copy of Monthly Financial Statements are available at exec meetings
- initiate and attend annual budget meeting during May/June
- coordinate activities with Club Manager – Manager will perform most bookkeeping functions
- signing authority
- responsible for decision making regarding non standard or not previously approved financial transactions