

# TREASURER

The Treasurer is charged with overseeing the management and reporting of the finances. They are responsible for ensuring the committee is empowered to manage the financial affairs of the club, and that all financial transactions are collected and recorded in the club's accounts. Additionally, the Treasurer is responsible for the protection of the club's cash, assets, and the volunteers who handle them.

## Team Culture Responsibilities:

- Model and celebrate the club's values and behaviors
- Work collaboratively and respectfully with other club leaders and staff to serve the best interest of the business and members
- Be exceptional in the application of positive, consistent, and effective motivation strategies when working with swimmers, parents, and staff in relation to all aspects of the program
- Foster team spirit by exhibiting and maintaining a positive attitude and team building
- Demonstrate a cooperative, prompt, and respectful communication style with swimmers, parents, community members, and staff

## General Responsibilities

- Implementing financial management procedures that protect both the club's funds and assets and the volunteers who handle them
- Preparation of a club budget and cash flow projection at the start of the year for review and sign-off by the committee/board
- Ensure that the organization maintains the appropriate financial books and records and that they are accurate and up-to-date
- Ensure that government tax filings, remittances, and reporting are submitted in a timely manner
- Control the club bank account(s), ensuring only those authorized are bank account signatories
- On behalf of the committee/board, negotiate with financial institutions for overdrafts, loans, mortgages, and other facilities as required
- Ensure all money due to the club is collected
- Accurately report on funds and funds usage that were received from government and/or other grants and submit the necessary financial statements
- Handle and/or oversee payroll and income tax for employees as necessary
- Collect and file required documentation for all contractors and/or employees who receive compensation from the organization annually
- Record all financial transactions in the club's accounting system as well as maintain a list of club assets and liabilities



- Issue receipts and promptly deposit all monies received
- Compare quarterly actual financial results to budgets for the same period and provide explanations for any variances for committee review and discussion
- Provide monthly profit and loss reports and balance sheets to the committee
- Provide monthly a list of payments for the previous month to the committee at each committee/board meeting
- Provide monthly a list of revenues outstanding and payments to be made to the club at each committee/board meeting
- Where an audit or review is required, ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting in accordance with the club bylaws
- Produce the financial report to members to be presented at the Annual General Meeting
- Prepare and present financial statements to any sports governing bodies as required
- Conduct full handover activities for incoming Treasurer to include reviewing and revising their position description and any other policies and procedures for which they are responsible to ensure it continues to reflect the requirements of the role. As well as making themselves available for support and mentoring while the incoming Treasurer navigates their way through the first few months of their term.

## ESSENTIAL SKILLS & REQUIREMENTS

To successfully undertake the role of Treasurer, requires the person to:

- Be diligent and detailed
- Work in a logical and orderly manner
- Have a good working knowledge of the club's by-laws and policies, and the duties of all committee/board members and subcommittees
- Attend all committee/board meetings
- Have financial accounting or bookkeeping experience
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- Act in the best interest of the members at all times
- Undertake the role in good faith and honesty.

