

## **Position/job title: Treasurer**

### **General Duties of Assigned Portfolio**

#### **Goal of Portfolio**

Safekeeping of ARC funds and the management of financial transactions and operations of ARC. The Treasurer is an officer of the corporation and the duties associated with that role are set out in the Club By-law.

#### **Duties and Areas of Responsibilities**

Primary responsibilities of the Treasurer include, but are not limited to the following:

1. Ensure adequate cash reserves to meet ongoing ARC cash requirements from operations
2. Maintain banking and credit facilities
3. Maintain ARC's financial accounting system(s) and books of record
4. Report monthly to the ARC board of directors ARC's financial performance, including a statement for review and approval by the Board at each regular monthly meeting
5. Responsible for all cash management, bookkeeping, cheque writing, payroll, monthly reporting, budget and financial statement preparation
6. Process membership payments and account records
7. Prepare bank deposits; perform monthly bank account reconciliation
8. Coordinate with Membership Director to set annual fees structure; provide updates on paid v. unpaid members on request; provide guidance on collections process
9. In consultation with the full Board, develop annual operational budget for review and consideration by the Board
10. Liaise with accounting firm and arrange for accounting review of annual financial statements and presentation of same to membership at the Annual General Meeting
11. Recruit an Assistant Treasurer to assume some of the duties of Treasurer and to serve as an "apprentice Treasurer" in preparation for assuming the role when the Treasurer's term expires.
12. Ensure that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the Chair's responsibility to monitor overall Board governance.

#### **Sub-committees and Reporting Positions**

- Treasury Sub-committee – (member volunteer assistance)

### **Evaluation**

Treasurer's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

### **Review and Approval Date**

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

Assistant Treasurer's Signature: \_\_\_\_\_