

Title: Treasurer

Classification: Director, Volunteer

Club: Cranbrook Triton Swim Club

Term: Minimum, two-year, elected position

Reports to: Chair and membership of
Cranbrook Triton Swim Club (CTSC)

Direct Reports: Committee members as
required

JOB OVERVIEW

The Treasurer is accountable for managing the day to day financial administration for the Club.

ACCOUNTABILITIES

- Ensures payment for all CTSC bills including but not limited to Swim BC, Swim Canada, CSCA fees, away meets, CTSC mailbox, Licensed Gaming Events, equipment, and pool rental
- Produce all invoicing and collection of monies for the club including but not limited to monthly swim fees, gear purchases, Swim BC upgrades, meet fees from members, and fees from other clubs.
- Maintain up to date balance sheet and other records
- Ensure payment of salaries and expenses of coaching staff
- Reimburse board members for CTSC expenses
- Deposit cash/cheques at the bank
- Pay remittances monthly to the Canada Revenue Agency
- Prepare T4s for coaching staff
- Collect mail from CTSC mailbox every 1-2 weeks
- Calculating and paying WorkSafeBC annual fee
- Apply for grants and report expenditures included but not limited to Community Gaming Grant, Municipal Grant, Gaming Account Summary Report
- Report on Licensed Gaming Events
- Prepare an annual budget and report for AGM
- Provide a monthly report to the board of directors at all regular meetings
- Submit a final report to the BC Registry of Societies and obtain a Certificate of Good Standing following the AGM
- Issue receipts for donations/sponsorships
- Maintain a volunteer refund list
- Liaises with KidSport to facilitate funding

VOLUNTEER REQUIREMENTS

- Successful completion of a Criminal Record Check
- General computer knowledge

- General knowledge of excel is an asset
- Able to maintain confidentiality