

VP Finance - Job Description

The Treasurer is the chief financial management officer for the Calgary Patriots Swim Club (the “Club”).

Responsible To

The Treasurer reports directly to the President of the Club and its members.

Responsibilities and Duties

The Treasurer’s responsibilities include, but are not limited to:

- Annual preparation and monitoring of a budget;
- Ensure the Club’s accounting records are kept up-to-date;
- Ensure a proper record of all payments and monies received is maintained;
- Present a Treasurer’s report, including a review of financial results to-date, at regular committee meetings for understanding by all Executive members;
- Review of internal controls, including expense payments, payroll and monies received;
- Oversee and coordinate the annual review of the Club’s financial statements and present the results to the Board of Directors (the “Board”) for review and approval prior to the AGM;
- Produce an annual financial report for presentation to the membership at the Club’s AGM;
- Ensure completion and filing of Annual Society Returns and AGLC Bingo and Casino Reports;
- Ensure Members’ accounts are kept current and for those that are not, initiate the Club’s collection procedures accordingly;
- Act as a designated signee for cheques drawn on the monies of the Club, ensuring cheques are signed on a timely basis;
- Perform an annual review of the Club’s insurance coverage and report to the Board for approval prior to program renewal; and
- Any other duties as may reasonably be assigned by the Board.

The Treasurer works closely and is supported by an external bookkeeper who is responsible for the management of day-to-day accounting activities for the Club.

Knowledge and Skills Required

- Well organized;
- Able to keep good records;
- Able to work in a logical orderly manner;
- Strong interpersonal skills;
- Aware of information which needs to be kept for the annual audit; and
- A professional accountant or relevant business experience or education.

Estimated Time Commitment Required

The estimated time commitment required for the Treasurer role is one to two hours per week. Regular time periods must be allocated to review the accounting records. This is done in the

course of reviewing payments and signing cheques, and review of financial statements and an accounts receivable listing which the bookkeeper prepares on a monthly basis.

The Treasurer is appointed for a two-year term, but may be elected for additional consecutive terms.

Evaluation

Self and by the Board annually.

The Calgary Patriots is a competitive swim club dedicated to the overall development of individuals to their maximum potential.