



## **JOB DESCRIPTION**

### **Section 1 – Identifying Data**

<i>Position Title</i>	<b>Treasurer</b>
<i>Reports to</i>	Membership of the Whitehorse Glacier Bears Swim Club
<i>Location</i>	Whitehorse, Yukon
<i>Date Amended</i>	April 2026
<i>Vulnerable Sector Check</i>	Yes

### **Section 2 – General Summary**

The Treasurer of the Board of Directors provides financial oversight and stewardship to the Whitehorse Glacier Bears Swim Club (WGB). As an elected officer, the Treasurer ensures that the Board fulfills its fiduciary responsibilities under the Yukon Societies Act by monitoring the WGB's financial health, reviewing financial reports prepared by staff, and confirming that internal controls and regulatory obligations are met.

The Treasurer does not manage day-to-day financial operations, which are delegated to WGB's leadership team. Instead, the Treasurer acts as the Board's primary resource for financial guidance, helping directors understand financial information, make informed decisions, and safeguard WGB's long-term sustainability.

### **Section 3 – Principal Duties and Responsibilities**

1. Review monthly, quarterly, and annual financial reports prepared by staff to ensure accuracy, clarity, and alignment with approved budgets.
2. Monitor budget-to-actual results, highlight variances, and advise the Board on financial risks, trends, and implications for decision-making.
3. Ensure that WGB maintains sound financial practices, adequate internal controls, and compliance with legal, regulatory, and reporting requirements (e.g., Yukon Societies Act, CRA).
4. Liaise with the Executive Director, Senior Finance & Administration Lead, and Director, Swimming & Engagement, as well as external auditors or reviewers, to support accurate year-end reporting and transparent presentation of financial results.
5. Present the annual financial statements to the membership at the Annual General Meeting (AGM) and respond to questions regarding WGB's financial position.
6. Advise the Board on financial policies, investment considerations, and long-term financial planning to support WGB's sustainability.
7. Support the integrity of financial reporting for fundraising, sponsorships, grants, and other revenue streams by ensuring they are properly tracked, reported, and used in alignment with WGB's mission.
8. Contribute to Board discussions and decision-making by providing financial perspective and ensuring resources are allocated responsibly.

#### **Section 4 – Contacts**

- Board of Directors: Provides financial guidance, presents reports, and advises on fiduciary decision-making.
- President: Works closely to ensure the Board fulfills its fiduciary responsibilities.
- Vice President: Collaborates on financial oversight and succession planning.
- Executive Director: Liaises on governance-level operational and financial matters, budget monitoring, and reporting.
- Director, Swimming & Engagement: Consults on governance-level budget matters related to programming and athlete development.
- Senior Finance & Administration Lead: Reviews reports, reconciliations, and analyses prepared by staff to confirm accuracy and transparency.
- Auditors/External Reviewers: Coordinates annual financial review or audit.
- Membership: Presents financial statements and answers questions at the AGM.

#### **Section 5 – Specific Accountabilities**

- Provision of accurate, comprehensible financial information to the Board and membership.
- Oversight of financial compliance with bylaws, Yukon Societies Act, and CRA obligations.
- Completion of annual audit or financial review, in collaboration with staff and auditors.
- Transparent financial reporting to members at the AGM.
- Assurance that financial resources are allocated and monitored in alignment with WGB's mission and strategic plan.
- Guidance to the Board on financial risk management, long-term sustainability, and investment decisions.

#### **Section 6 – Budget**

1. Provides oversight, input, and review of the annual budget prepared by staff and Board Members, ensuring alignment with WGB's strategic priorities.
2. Assists in ensuring financial sustainability and responsible resource allocation.
3. Does not administer or directly control operational expenditures (delegated to staff).

#### **Section 7 – Working Environment**

Volunteer role with variable time commitments, averaging 5–15 hours per month, with increased time during peak periods (e.g., AGM, fundraising, major meets).

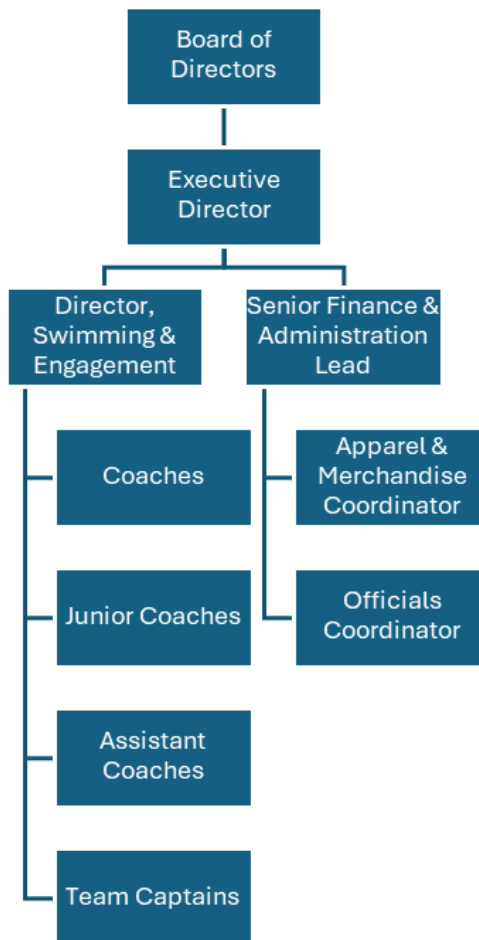
Primarily operates in a governance and meeting environment; some presence at swim meets, fundraising events, and community engagements is expected.

Limited travel may be required within or outside Yukon to represent WGB at external events or meetings.

## **Section 8 – Knowledge and Skills**

- Prior board or governance experience (non-profit preferred).
- Strong financial literacy and understanding of non-profit budgeting, reporting, and compliance.
- Ability to communicate financial concepts clearly to non-financial audiences.
- Strategic thinking and risk management awareness.
- Strong integrity, accountability, and commitment to fiduciary responsibility
- Knowledge of governance principles, fiduciary responsibility, and policy development.
- Strong communication skills, both verbal and written.
- Conflict resolution, diplomacy, and integrity in decision-making.
- Knowledge of amateur sport, swimming, or youth development (asset but not required).
- Understanding of sport program delivery, competitive swimming, or athlete development (asset)

## **Section 9 – Organizational Structure**



**Section 10 – Signature**

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

**Incumbent** (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

Incumbent:

Date: