

Position Description

Treasurer

Treasurer is a Director and Officer of the Speed Skating BC..

Term

A director has a normal term of office of two years. The President pursuant to Bylaw 9.6 must be elected in years that are not evenly divisible by two.

General Duties*

1. The Treasurer is responsible for the overall finances of the Association, as well as the assembly of and adherence to annual budgets.
2. Ensures the financial records are kept and books of account as necessary for the audit and to ensure they comply with the requirements of the Societies Act of B.C.
3. Ensures that financial statements are provided to the Board of Directors, members and others who have an entitlement to them as directed.
4. Serves as chairperson of the Finance Committee.
5. Ensures that the budget is submitted at the Annual General Meeting and at Board meetings.
6. Shall be the signing officer of the Association including being one (1) of the required signatures on all banking documents, including all cheques.
7. Responsible for the submission of all grant applications to ViaSport, Community Gaming Grants and other funding agencies as required.
8. Attends all Board and Annual General Meetings and provides a written report.
9. Assists the Vice-President as required in all matters pertaining to SSBC insurance and other professional matters.
10. Provides input to the annual review of Association staff.
11. Coordinates payroll for Association staff.
12. Ensures payment of all approved invoices and that deposits are made in a timely manner.



Time Commitment - Significant

The President is a highly visible member of the Association and can be expected to attend several meetings and be consulted on a regular basis in the operation of the Association. Additionally the Board meets approximately 11 times per year in addition to the Annual General Meeting.

The President will also represent the Association at the Speed Skating Canada Annual General Meeting and attend President calls from Speed Skating Canada.

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