



NORTHERN CHILL VOLLEYBALL CLUB	
ROLE DESCRIPTION TREASURER	Rev.: 2020/08/03

ROLE DESCRIPTION

The Northern Chill Volleyball Club Treasurer is the chief financial manager of the club and is responsible to maintain the financial integrity and accurate recording of the Club's financial position. The Treasurer also assists with the strategic leadership of the Club and provides financial direction by formulating and overseeing proper accounting processes and procedures.

SKILLS/QUALITIES RECOMMENDED

- Credibility and integrity
- Experience of producing accounts and budgets
- Experience performing basic accounting procedures
- Knowledge and understanding of financial reports
- Ability to communicate financial information and concepts
- Strong communication skills
- Organizational skills
- Analytical skills
- Ability to work as a team
- Technical proficiency in accounting software such as QuickBooks Online
- A professional accounting/ financial designation is an asset

MAIN DUTIES

- Provide the Board with an account of financial transactions and financial position of the Club at each meeting of the Board
- Responsible for the overseeing the maintenance and record keeping of the financial records
- Responsible for the collection and depositing of funds including regular registration fees, fundraising amounts, sponsorships and any other income received by the Club
- Responsible to attend registration day to assist in the collection of the fees
- Responsible for the disbursement of funds including paying club bills, coach, manager and club reimbursements and any other necessary club expenses
- Responsible for the management of all Club finances in accordance with the decisions of the Board of Directors
- Recommend action on financial matters



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- Ensure all funds are properly spent and approved
- Financial planning including producing an annual budget and monitoring expenditure throughout the year
- Be responsible for providing receipts when requested
- Prepare and present an end of year financial report for the Annual General Meeting
- Shall have custody of all funds, securities, evidence of indebtedness and other valuable documents and shall deposit funds and securities in the name and to the credit of the Club in a bank
- Ensure all funds for additional tournaments are received from the respective teams and deposited into the Chill bank account
- Set up payment plans for registration fees upon request and follow up to ensure all funds are collected
- Perform such duties as may be determined by the Board of Directors

COMMITMENT

- Attend Board of Director meetings, the Annual General Meeting and any other meetings as required.

COMPENSATION

- Honorarium to be provided in the amount of \$500.00