

# Position Description

## Treasurer

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

### Term

A director has a normal term of office of two years. The Treasurer pursuant to Bylaw 9.1 must be elected in years that are 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 the BCSSA 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.

\*position descriptions are currently under review



## Time Commitment - Moderate to High

The Treasurer 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. The Treasurer is expected to attend all Board meetings. The Board meets approximately 11 times per year in addition to the Annual General Meeting.

The Treasurer will also meet on a monthly basis with the Executive Director to review the finances from the previous month.

**BC Speed Skating Association**  
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