

# Treasurer Job Description Template

*Lethbridge Sport Council*

*Updated July 2024*

**Title:** Sport Organization Treasurer

## Description

The Treasurer Reports to President and [*Sport Organization*] members.

The Treasurer, as an administrator of the club, acts in a position of trust for the community and is responsible for the effective governance of the organization.

The Treasurer is a highly organized and precise individual that prepares and reports financial information to the Management Committee. The Treasurer is a key contributor to [*Sport Organization*] planning and decision-making. In order to serve as Treasurer for the [*Sport Organization*], the individual should be able to read, understand and interpret financial statements, be familiar with preparing a budget, and understand banking procedures. Prior experience as a senior administrator or accountant would both be assets. The Treasurer serves as a minimum 2-year term.

## Requirements of the Role:

- Attendance at regular administration meetings.
- A time commitment of X-X hours per month (includes meeting preparation, meeting time, committee work).
- Presents an end-of-year financial report at the AGM.
- Reports regularly to the Management Committee on the [*Sport Organization's*] financial status.
- Abstain from any conflict of interest.
- Prepares [*Sport Organization*] budget and monitors costs throughout the year
- Administers [*Sport Organization*] bank accounts and maintains records on all transactions.
- Appoints auditors if necessary.
- Prepares income and expenditure accounts and cash flow forecasts.
- Pays bills and collects accounts receivable including membership fees.
- Prepare and submit any statutory documents that are required e.g. GST returns, tax returns and grant-aid reports. (May require a professional accountant).

- Member of the fundraising and/or sponsorship sub-committees.
- Acts as a signing authority on behalf of the [*Sport Organization*].
- Participates in [*Sport Organization*] fundraising and sponsorship initiatives.
- Engage in active mentoring to develop a future replacement for the role.

### **Required Skills and Qualifications**

- It is important for the sport organization to find a candidate that meets their needs and expectations as a treasurer.

### **Outline your organization's commitment to an inclusive environment**

- State your organization's commitment to consider all candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.