



## CHATV Treasurer Job Description

The Treasurer is a voting member of the CHATV Executive who attends all meetings of the Board of Directors. The Treasurer manages the finances of the organization, including the board's review of and action related to, financial responsibilities for CHATV. The Treasurer will be a signing authority, along with at least two other Executive Directors.

**The Treasurer's** duties shall include but not be limited to:

- Collect all fees, dues and other funds due to the CHATV, for permit sales, etc
- Be the individual named on the Coe Hill Riders ATV club Visa card and oversee expenditures and payments.
- Provide annual budget to the board of directors for approval.
- Write cheques for payment of accounts as per the by-laws,
- Reconcile monthly bank statements, cheques, and visa statements.
- Prepare and present monthly financial reports and cash flow projections,
- Maintain the main corporate books of account and prepare financial reports as required for reporting, tax returns and audit purposes,
- Seek board approval to select a company to prepare the financial year end and taxes and provides all necessary financial information.
- Prepare and present a financial report for the Annual General Meeting,
- Maintain and operate a system for paying authorized expenses in accordance with CHATV policy and report on any aberrations or apparent discrepancies.
- Report on expense claims outstanding and accounts overdue for payment and make recommendations to deal with same.
- Monitor and track online club ride registration fees, and/or donations for charitable activities.
- Obtain an annual lottery license for raffles and 50/50 draws from the appropriate Township.
- Regularly report to the board on key financial events, trends, concerns, and assessment of fiscal health.

### **Requirements:**

- Candidate must hold a valid OFATV permit for a minimum of six months and / or be an affiliate club member of CHATV.

### **Time Commitment:**

- The Board of Directors must meet a minimum of 4 times per year. Meetings have typically been held monthly, and last approximately 2 hours.
- Approximately 2 hours per week is required to manage the financial responsibilities outlined above.



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### **The ideal candidate for Treasurer would have:**

- Financial knowledge and experience of basic accounting principles and processes
- Knowledge of financial reporting requirements for corporations
- Skill and ability to use and create Excel spreadsheets, for tracking purposes.
- Experience preparing and presenting an annual budget,
- Ability to create monthly financial reports, quarterly and year end reports.
- Organizational and record keeping skills.
- Strong attention to detail
- Strong communication skills and ability to speak in public.
- Understand volunteer board governance and accountability.
- Possess personal qualities of integrity, credibility, and a passion for promoting the Mission of CHATV.