
Treasurer

Description of Role & Responsibilities

Last Updated: May 31, 2022

Voting Position

General Description:

The Treasurer will:

- keep proper accounting records as required
- Will deposit all monies received by the Club
- Responsible for the processing of all debits and credits and to keep accurate records
- Will prepare a monthly and /or quarterly reports containing all financial transactions for board of directors review
- Will prepare other financial reports as required.
- Will organize and manage invoices and receivables in a manner organized by season
- Will provide financial data as needed to support the development of the season's budget and registration fees.