



**Position: Treasurer**

**Implemented on: June 2006**

### **Position Summary**

Serve as a representative of the membership in the on going governance of Snow Valley Racing Association according to the bylaws and policies.

### **Specific Accountabilities**

#### *Treasurer Duties:*

- Ensure all necessary financial reports are filed to the appropriate source on a monthly, quarterly and yearly basis.
- Review annual audit and sign off audit documents. Interpret audit results to the Board.
- Act as one of the signing officers for cheques and other documents, such as contract and grant applications.
- Serve as ex officio members of committees and attend meetings.
- Work with Board to provide leadership through the evaluation of Snow Valley Racing Association's vision, direction and organizational strength. Keep the Board's activities focused on the Snow Valley Racing Association's mission and long-term strategies.

#### *Other Board Duties:*

- Monitor and improve Snow Valley Racing Association's performance & promote positive relations by soliciting feedback from Board members and representative of sustaining contributors and be responsive to their suggestions.
- Share individual expertise and experience with other Board members to contribute to Snow Valley Racing Association.
- Approve the hiring of the Program Directors and the Program Directors employment contract. Perform an annual review of the Program Directors performance.
- Participate in the development of policies.
- Perform other responsibilities when required.

*"Our programs provide well organized, challenging, and rewarding experiences for everyone, whether you are a recreational racer or an aspiring Olympian"*

### **Requirements**

- Membership with Snow Valley Racing Association and be a member in good standing.
- Act in good faith for the positive betterment of Snow Valley Racing Association
- Attend monthly Board meetings, Annual General Meetings and other meetings relevant to the development of Snow Valley Racing Association.

### **Useful Skills and Interests**

- An interest in Snow Valley Racing Association Activities.
- Well-developed interpersonal skills to deal effectively with a variety of people.
- Negotiation and mediation skills to communicate persuasively, both verbally and in writing.
- General knowledge of methods, principles and practices of Board Governance.
- Ability to remain composed when faced with unexpected problems and stressful situations.
- Ability to organize goals and define projects using problem solving, analytic and decision-making skills.

### **Authority and Responsibility**

The Treasurer is a voting member of the Board of Directors and has one (1) vote in policy making. As a member of the Board, the Treasurer acts on behalf of the members in good faith.

### **Term**

The Treasurer is elected by the membership at the Annual General Meeting after meeting the nomination process requirements. The Treasurer is elected for a term of one (1) year. The treasurer may be released at the end of the elected term, may resign its position with proper written notice or run for re-election in accordance to Snow Valley Racing Association's bylaws.

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