

Assistant Treasurer Role/Duties

Position/job title: Assistant Treasurer

General Duties of Assigned Portfolio

Goal of Portfolio

Support the Treasurer in the safekeeping of ARC funds and the management of financial transactions and operations of ARC. Act as an “under-study” to the Treasurer and be prepared to take on the role of Treasurer when his/her term comes to an end. The Treasurer is an officer of the corporation and the duties associated with that role are set out in the Club By-law.

Duties and Areas of Responsibilities

Some of the duties assigned to the Treasurer and Assistant Treasurer are completed by a paid bookkeeper. Primary responsibilities of the Assistant Treasurer include, but are not limited to, supporting the Treasurer as s/he carries the following duties:

1. Ensuring adequate cash reserves to meet ongoing ARC cash requirements from operations
2. Maintaining banking and credit facilities
3. Maintaining ARC’s financial accounting system(s) and books of record
4. Reporting monthly to the ARC board of directors ARC’s financial performance, including a statement for review and approval by the Board at each regular monthly meeting
5. Responsible for all cash management, bookkeeping, cheque writing, payroll, statutory deductions, monthly reporting, budget and financial statement preparation
6. Tracking online membership payments and reconciling with the online provider
7. Ensuring that bank deposits are completed and that monthly bank account reconciliation is completed
8. Coordinating with Membership Director to set annual fees structure; provide updates on paid v. unpaid members on request; provide guidance on collections process
9. In consultation with the full Board, refine annual operational budget as included in the Business Plan, for review and consideration by the Board at the January planning meeting
10. Liaising with accounting firm and arrange for audit of annual financial statements and presentation of same to membership at the Annual General Meeting
11. Ensuring that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the Chair’s responsibility to monitor overall Board governance.

Sub-committees and Reporting Positions

- none

Evaluation

Assistant Treasurer’s performance is evaluated annually by the Treasurer.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Assistant Treasurer’s Signature: _____