



## Treasurer

The job description is for the position of **Treasurer** and outlines the duties and responsibilities required to adequately fill the position.

Responsibilities include:

- Attend regularly scheduled Board meetings
- Complete all regular bookkeeping including issuing cheques and making deposits.
- Provide Board members with month end financial statements at each meeting
- Prepare year end statements and provide at the AGM
- Prepare Grant applications and file annual summaries
- Liaise with Parents/Players/Coaches on various issues/concerns related to the COMBA program
- Process invoices in a timely manner
- Support directors in completing operating budgets and then consolidate into Association budget and present to the Board
- Follow up with Fundraising director and concession operator and deposit funds in a timely manner
- Inform Board of any financial issues in a timely manner and provide recommendations in case of shortfalls
- Provide Ad-Hoc costing as requested by the Board
- Perform other duties as required by the President and Association

Term is for two years commencing at the AGM to the following AGM two years subsequent.