

Shell Oil Timers Club - Treasurer (job description)

The Treasurer is elected by members at the AGM for a minimum term of two years. It is the Treasurer's primary responsibility to perform the duties of financial officer for the Club, in accordance with the Financial Guidelines in the Procedures Manual.

Detailed responsibilities include:

Fiduciary:

- Signing authority for all Club financial transactions (two signatories required for each financial instrument).

Operational:

- Serving as a member of the Executive Committee and the Board of Directors.
- Maintaining liaison with the financial institutions being used by the Club, in accordance with banking procedures agreed to by the Executive Committee (location and number of accounts, cheque signing authorities, etc.)
- Receiving all funds of the Club and disbursing same, ensuring all deposits are made and accounts paid in a timely fashion and in accordance with procedures approved by the Executive Committee.
- Maintaining liaison with the Club's bank, in accordance with banking procedures agreed to by the Executive Committee (location and number of accounts, cheque signing authorities, etc.) Maintaining financial records to industry accepted accounting standards and liaising with the current Club financial auditor.
- Preparing and presenting the next fiscal year budget for approval at each Annual Board Meeting. Budget estimates for the following fiscal year will be presented to the Treasurer by calendar year end of the previous year by all Board members, for discussion at the first Board meeting of the following calendar year.
- Prior to the AGM, preparing annual financial statements for audit and liaising with the Audit Committee to complete the audit and receive the audit report.
- Preparing and presenting the final fiscal year Treasurer's Report, for presentation at the AGM. The final Treasurer's report will be prepared in time for review firstly by the Executive Committee, and then at the January Board Meeting, and will include a comparison of "budget vs. actual" expenditures.
- Rendering written and detailed reports of the financial transactions at Board Meetings as required by the President.
- Timely filing of all required government financial documents. This includes preparation and submission of the the Societies Act Annual Return, comprising the return and a list of officers and directors, to be submitted by the 30th of November each year.

Checklist:

January: Prepare following fiscal year preliminary budget and present at the first yearly Board meeting (see President's checklist)

April: Receive Audited Financial Statements and create the Treasure's Report and forward to the Executive Committee for review

May: Present financial reports to AGM

September: File annual return with Government of Alberta

As Required: Attend all Executive and Board meetings