

## Treasurer

### REPORTS TO:

The President, Board of Directors, and General Membership. The Treasurer responds to emails at [wns.treasurer@gmail.com](mailto:wns.treasurer@gmail.com).

### BASIC FUNCTION:

The Treasurer oversees the financial management of the Association, providing regular financial reports to the Board at meetings or as requested by the President or Vice President. The Treasurer does not have the authority to speak on behalf of the Board unless explicitly directed by the President or by a majority vote of the Board of Directors.

The Treasurer is elected in odd-numbered years.

### SKILL SET:

- Bookkeeping or accounting experience, with the ability to balance accounts, prepare financial statements and budgets, and provide financial projections.
- Strong organizational skills to maintain accurate, up-to-date, and secure financial records.
- Proficiency in Excel, PayPal, internet banking, and Microsoft Word.

### KEY RESPONSIBILITIES:

- Present financial reports at each Board meeting and upon request, including cash position, cash rollforward, and analysis of future financial commitments.
- Provide general financial analysis and advise the Board on the feasibility of future commitments.
- Organize timely payments of invoices and member reimbursements.
- Process all financial transactions, including receiving, depositing, and disbursing funds.
- Maintain accurate and timely financial records for all transactions.
- Collaborate with the Registrar to issue membership renewal invoices and follow up on fee payments.
- Manage and transfer funds from PayPal to the Association's bank account.
- Act as an authorized cheque signer for the Association.
- Coordinate the authorization of new signing authorities for the Association's bank account.
- Liaise with Sport Nova Scotia regarding financial transactions.
- Present financial reports at the Annual General Meeting and propose the operating budget at the March Board meeting.
- Complete and submit the Annual Registry of Joint Stocks report.
- Safeguard all financial documents and maintain their security.
- Ensure compliance with statutory financial reporting and Board policies.
- Serve as a Board member and actively participate in Board meetings and ad hoc meetings.

- Assist the President as requested and promote the Association's objectives.
- Represent the Association before other organizations as requested by the President.

**RELATIONSHIPS:**

The Treasurer is accessible to volunteer leaders and the general membership for inquiries about the Association's financial status. They work closely with the Board of Directors to ensure sound financial management.

**TIME COMMITMENT:**

Approximately 8 hours per month, allocated as follows:

- 6 hours for regular work requirements.
- 20 hours for year-end financial finalization.
- 2 hours for attending monthly Board meetings.