



Job Description – Treasurer

General

The Treasurer ensures all incoming cash is deposited into the Unit's bank account at the Bank of Montreal and that all disbursements are properly made and accounted for.

Specific tasks

Purchase of new assets

1. Guide Unit 431 Board as to asset procurement and fiscal responsibility. Guidance may include investigation of asset procurement costs, completion of cost / benefit analysis, and discussion with local club owners (to seek economies of scale for purchases such as bridgemates).

Financial reports

1. Prepare summary of financial position for presentation at each Unit 431 Board of Directors meeting. Respond to questions at Board meetings by providing detailed analysis of financial situation, as required.
2. Reconcile Bank of Montreal account on a quarterly basis.
3. Prepare detailed financial reports of Sectionals and other Unit 431 tournaments, as required.
4. Prepare annual financial statements for approval by the Board and presentation to the Annual General Meeting of Unit 431 members.

Other tasks

1. Obtain tournament liability insurance and asset insurance, when appropriate.
2. Reimburse Board members and others in a timely fashion who present invoices for expenses incurred on behalf of Unit 431.
3. Reimburse club owners who present Unit 431 Free Play Certificates that they have honoured at their club(s).
4. Financial tasks as assigned by the President from time-to-time.