



Futbol Club Regina

Treasurer

Position Description

Time Commitment

Minimum of Eight hours/month (meetings, preparation, consultation). Chairing the Finance Committee and participation on FCR committees will require additional time.

Accountability

The Treasurer serves, and is accountable to, the board of directors of the Association for his/her performance.

Authority

- The Treasurer has no formal authority to direct the board or the affairs of the Association, unless otherwise authorized.
- The Treasurer may not, on behalf of the Association, enter into contracts without the knowledge and approval of the board

Responsibility

The Treasurer has a responsibility to oversee the financial functioning of the organization and provide reports for the board.

General Duties

- attend all meetings of the Association and all meetings of the Board;
- have signing authority on behalf of the Board;
- be responsible for the preparation and submission of a financial statement for each regular meeting of the Board, indicating the financial position of the Association at the close of the preceding month;
- be responsible for the auditing all accounts of the Association annually, or as may otherwise be required by the Board;
- supervise the preparation of the audited financial statements of the Association to be presented to the Members at the annual meeting of Members;
- supervise the preparation of the annual budget and program forecasts for the Association;
- work with office staff in preparing tenders for goods and services;
- provide recommendations to the Board regarding any training for office staff or upgrading financial practices that will enhance the objectives of the Associations;
- be responsible for the deposit of money, the safekeeping of membership interests and the disbursement of funds of the Association, including, without limitation, rendering an account of all transactions, whenever required; and
- such other powers and duties as the Board may specify.

Qualifications

The Treasurer must have:

- Knowledge of financial management practices
- Knowledge of the by-laws of the Association
- Sufficient time to devote to his/her primary duties