

# CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



**Position:** Treasurer

**Purpose:** The Treasurer, subject to the direction of the Board of Directors (BOD), has general responsibilities for the financial affairs of CRYSA.

## **Duties and Responsibilities**

- Ensure that full and accurate records are kept of the accounts of the Club
- Report detailed Financial Statements to the Board monthly
- Working with the Executive and BOD, prepare and submit an Annual Operating Budget.
- Prepare and submit an Annual Financial Report (including budget) at the Annual General Meeting of the members.
- Responsible for BC Gaming Grant including application, submission, modifications, documentation and all correspondence.
- Ensure proper controls related to financial affairs are maintained and audited accordingly.
- Have custody of all funds, securities, financial records, and tax documents.
- File/send all reports to the appropriate government agencies in a timely manner.
- Ensure CRYSA maintains a non-profit status.
- Oversight and assurance review of expenditures as approved by the BOD
- Have shared signing authority for club expenditures in accordance with constitution.
- Attend scheduled CRYSA Board of Director meetings.
- If there is a conflict involving the Treasurer, the problem will be referred to the remaining Executive. The Treasurer will abide by their decision.

## **Knowledge and Skills**

- Have a basic understanding of CRYSA's constitution and operations.
- Knowledge of general accounting practices for non-profit organizations.
- Skilled in the use of electronic bookkeeping.
- Ability to create reports.
- Have a complete understanding of the Roles and Responsibilities for all the Directors, Administrator, and Technical Director.

## **Commitment**

Commitment 4 - 5 hours per month

The Campbell River Youth Soccer Association is a non-profit, community-based organization run by volunteers, whose mission is to make soccer accessible, affordable, and fun to children of all age and competition levels.

June 15, 2020