

TREASURER

Reports to: President, Vice-President, Club Members

The Treasurer, as an administrator of the Toronto Nomads Rugby Club, acts in a position of trust for the community and is responsible for the effective governance of the organization. The Treasurer is a highly organized and precise individual that prepares and reports financial information to the Executive Committee. The Treasurer is a key contributor to club planning and decision making. In order to serve as Treasurer for the club, the individual should be able to read, understand and interpret financial statements, be familiar with preparing a budget and understand banking procedures. Prior experience as a senior administrator or accountant would both be considered assets.

Requirements of the Role

- Attendance at regularly scheduled Executive Committee meetings
- Presents and end-of-year financial report at the AGM
- Reports regularly to the Executive Committee on the club's financial status (minimum monthly at EC meeting)
- Abstain from any conflict of interest
- Prepares club budget and monitors costs throughout the year
- Works closely with all department heads to develop individual budgets and provides guidance on corrective action as necessary based on actualized numbers versus budgeted
- Administers club bank accounts and maintains records on all transactions
- Prepares income and expenditure accounts and cash flow forecasts
- Pays bills and collects accounts receivable
- Works in tandem with the Membership Director to account for and collect membership fees
- Prepare and submit any statutory documents that are required e.g. GST returns, tax returns and grant-aid reports. (May require a professional accountant)
- Member of the fundraising and/or sponsorship sub-committees
- Acts as a signing authority on behalf of the club
- Participates in club fundraising and sponsorship initiatives
- Engage in active mentoring to develop a future replacement for the role

Benefits of the Role

- Opportunity to work with a diverse range of volunteers
- Ability to build financial management skills
- Opportunity to help set the future direction of your club