

**ARMDALE YACHT CLUB**  
**TREASURER POSITION DESCRIPTION**

**Responsible to:**

- The Commodore

**Duties and Responsibilities:**

- Review and monitor the financial affairs of the Club and advise the Committee of Management (COM) on same.
- Make recommendations as deemed necessary to the COM on the club's financial structure, financing arrangements, and any other matter which may affect or improve the financial security of the club.
- Participate in the recruitment of office staff.
- Approve biweekly payroll.
- Sign AYC cheques when necessary. Review all the payables invoices prior to signing.
- Assist Office Administrator in Financial matters, providing timely feedback.
- Facilitate the preparation of the annual budget in consultation with staff and COM.
- Present annual budget to membership at the annual Budget and Elections meeting.
- Review and approve the monthly financial statements prepared by the office, providing assistance as required.
- Present monthly report to COM including but not limited to: working capital, monthly results, cash flow, accounts receivable, monthly compliance report, and any other financial concerns that may have arisen.
- Review and approve annual financial statements, providing assistance as required in preparation of year-end file for accountants.
- Present annual financial statements to membership for approval at Annual General Meeting in conjunction with the accounting firm.
- Review all financial policies annually and update as necessary.
- Ensure that all the club's funds are properly accounted for and promptly deposited in the club's bank account.
- Review aged accounts receivable. Ensure that the members' accounts and other accounts receivable are properly paid and collection processes are adequate.
- Approve purchase requisitions. Ensure accounts payable by the club are properly documented and approved for payment in a timely manner.
- Monitor Treasurer e-mails and address issues as they arise.
- Assist the Commodore and COM with the management of the club as outlined in the Bylaws.
- Uphold the Code of Conduct of members of the Club as set out in the Bylaws.
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike.
- Possess a good working knowledge of the AYC Bylaws, regulations and policies.
- Actively be involved in and promote AYC events, races and cruises and encourage other social and senior members to participate.
- Attend all COM meetings, and any other meetings called at AYC as required to fulfill responsibilities of the position.
- Participate in the annual strategic planning process.
- Carry out such other duties as the COM may delegate from time to time.
- Provide incoming COM member with relevant transition information to assist with following year's activities.

**Approved by the Committee of Management on March 21, 2018**