



As a non-profit, Pickering Soccer Club relies heavily on volunteers to ensure our Club is a leader in soccer excellence, providing high quality innovative programs to the residents of our Community. Our Board of Directors is made up of approximately 12 volunteers, each filling a pivotal and rewarding role on behalf of the membership.

We are currently seeking a Treasurer. Interested candidates for the position should be available to formally take on the responsibility following election to the board in our November 23rd, 2011 election. Pro-active candidates will get involved prior to the AGM, working with the existing board representative and office staff to become familiar with the Club structure and current financial picture. Budget meetings for the 2012 budget will take place following the election of the new board.

THE ROLE OF THE TREASURER

From the 2010 Final By-Laws - BY-LAW 6-2 – DUTIES OF DIRECTORS

The Executive Committee shall be responsible for the efficient operation of the Club in accordance with By-Laws and Policies and carry out the wishes of the Board and shall recommend changes felt to be beneficial to the corporation.

The Treasurer shall:

- a) Be a member of the Executive Committee
- b) Prepare a budget, which shall be presented and approved by the Board of Directors and be responsible for overseeing its prudent administration
- c) Keep full and accurate accounts of the receipts and disbursements in books belonging to the Club
- d) Direct the deposit of all monies and other valuables in the name and to the credit of, the Club, in such depositories as may be designated by the Board of Directors
- e) Disburse the funds of the Club as may be ordered by the Board of Directors, and render to the Board, a financial statement at least monthly, or as required by the Board
- f) Ensure that all accounts are paid by cheque
- g) Sign each cheque together with one other appointed signatory. In the event that the Treasurer is unavailable or has declared a conflict, the two other appointed signatories may sign a cheque with the knowledge of the Treasurer
- h) Be the custodian of the deposit and receipt books of the Club, and shall produce such books, properly balanced, at all meetings of the Club
- i) Prepare a financial statement which shall be submitted to the Annual General Meeting
- j) Have copies of current financial statement and auditor's reports for Members at the Annual General Meeting
- k) Be bondable
- l) Have such other duties as prescribed by the Board

Further, as outlined by the Policies and Procedures of the Club....

The Treasurer's specific responsibilities are to:

- Contribute to the overall management and good of the Club common to all Directors.
- Obtain budget input from Board members; prepare a budget and present it to the Board for approval. As part of this process, recommend player registration and sponsorship prices to the Board. The budget is required by mid-December.
- Oversee, provide direction and, where appropriate, take action with respect to ongoing financial management of the Club. This includes:
 - Ensure that financial record keeping is up-to-date.
 - Ensure that Bank reconciliation is done on a timely basis.
 - Ensure that cheques are written at least twice per month.
 - Ensure staff is paid following the end of a pay period (standard is to remittances in relation to staff are done in a timely manner).
- Sign all Cheques (except in those circumstances where the individual is unavailable).
- Provide direction and advice to office staff on the handing of club financial processes.
- Review any proposals with financial implications for the Club and contracts. Make appropriate recommendations to the Board.
- Ensure that Reserve Fund and any other surplus funds are invested safely (in term deposits).
- Recommend an Auditor to the Board and work with the Auditor for the review of Financial Statements at the end of the fiscal year.



- Peruse financial statements from teams and follow up on any questionable expenses.
- Ensure that the required documentation (Form 1) is submitted to the government after every AGM (in order to maintain the good standing of the Corporation with the Government).

To be successful, the Treasurer needs to have the following skills and abilities:

- The individual should be a Chartered Accountant (or equivalent) and have all of the associated knowledge of how to manage financial affairs.
- Needs to be assertive and take a position on financial issues that is in the best interests of the club, even if this is not a popular position.
- Attention to detail.
- Addresses requirements in a timely fashion.
- Ability to work effectively with people.
- An understanding of the requirements of the Club by the government and the Club's Governing Bodies with respect to financial matters.

The Treasurer has the authority to:

- Sign Cheques in conjunction with one of the other designated signing officers.
- Provide direction to staff on financial matters
- Provide recommendations to the Board on financial matters and proposals.
- Invest the Reserve Fund and excess Club funds in GICs and/or other equally secure financial instruments.

The Treasurer has key relationships with:

- The President and other Board members.
- The Office Staff.
- The Club Auditor.