



BEAUMONT MINOR FOOTBALL ASSOCIATION

EXECUTIVE MEMBER JOB DESCRIPTION - TREASURER

The Beaumont Minor Football Association (BMFA), is the governing body for all minor football in the city of Beaumont, and the catchment area as defined by the Capital District Minor Football Association.

A member of the Beaumont Minor Football Association ("Association") is defined as:

- a. A parent with a child registered with the Association;
- b. A person who has legal guardianship of a player registered with the Association;
- c. A coaching member;
- d. Anyone over the age of 18 and a is resident of Alberta and interested in furthering the objectives of the society upon approval of the board executive.

All Executive members must be members of the association.

The executive shall consist of: The President, the Vice President, the immediate Past President, Treasurer, Secretary, Registrar, and Directors (one for each level: Novice, Atom, Peewee, Bantam; Equipment Director and Coaching Director). The executive may also consist of up to two (2) Executive Members-At-large, if desired by the general membership or executive.

The **Treasurer** is a 2-year position with elections held on odd years.

Role Responsibilities

- Attend Monthly Board meetings
- Be a voting member of the executive.
- Keep record of all monies received and disbursed, either using accounting software or other means available (spreadsheets, paper copy), for the Association. Provide documentation if requested.
- Deposit all monies in the Association bank account (Account requires 3 signing officers – 2 for all cheques). Will have online access to the Association Bank Account.
- Assist Division levels with their accounting if required and be second signing authority on any accounts as required.
- Keep an accurate record of all invoices and payables for the Association.

- Maintain the monthly records for the Association Credit Cards and ensure receipts are handed in and the monthly balance is paid. Will have online access.
- Ensure disbursements are made by cheque or bank transfer in accordance with Association bylaws.
- Prepare the Annual Budget with feedback from the various members of the board, specifically working with the Equipment Manager on new equipment projections.
- Throughout the year, be able to give a snapshot view of where the Association is financially in respect to the approved budget.
- Provide recommendations to the Board on any non-budget expenses that are presented as they relate to the budget and current financial situation.
- Working with the Registrar, reconcile new registrations as they occur with respect to monies through online payments, e-transfer, cash or cheque (May need to use the RAMP system). Process any refunds if needed by cheque only (Registrar will handle any online refunds)
- Attend Monthly Board meetings and be a voting member of the Board.
- Provide monthly reports at each Board Meeting as to the Financial Status of the Association.
- Prepare and Present at each Annual General Meeting a report for the year's operations and a financial statement setting out the receipts and disbursements of the Association.
- Complete the Annual Society Return each year, including the most recent financial statements and current list of Board Members and mail before the deadline.
- Maintain the Treasurer email account through Beaumont Football and respond to or forward any inquiries promptly.
- Handle any inquiries by Association members with respect to financial matters, or refer to the Board.
- Other related duties as required or assigned

Notes

The Executive positions shall be filled by way of election at the Annual General Meeting. The Equipment Manager will be appointed by the executive (reviewed annually). Any position not filled at the Annual General Meeting shall be voted on at a subsequent executive meeting.

If an Executive member, for whatever reason, decides that he/she cannot fulfill the duties of his/her position, he/she can communicate resignation through verbal intent, email, written letter, sign language or text message. Resignation is "at will" and any form of documentable resignation should it be written or verbal with witnesses, shall be accepted.

If it is alleged that an executive member is not adequately fulfilling his/her position, the situation should be discussed and reviewed by the executive. After this review, the executive (by majority vote) can remove a person from an executive position.

If an executive member has had their Association membership suspended or revoked from his/her position, he/she is also deemed to have been removed from his/her executive position. If

an executive position is vacated between Annual General Meetings, the executive can elect another member of the Association to complete the term.

For more information about the association and this position, please visit our website www.beaumontfootball.ca