

MHSA Board Member Job Description

Position:	Treasurer
Authority and Responsibility:	<p>The Board of Directors is the legal authority for the Medicine Hat Soccer Association (MHSA). As a member of the Board, a Director acts in a position of trust for the entire soccer community and is responsible for the effective governance of the organization.</p> <p>The Treasurer has the responsibility to manage all finances of the organization.</p>
Qualifications and Skills:	The Treasurer should have a combination of education and experience in Accounting/Bookkeeping field. Knowledge of manual bookkeeping and computerized accounting programs are essential. Any past experience in a Non-Profit Organization is an asset.
Requirements:	<p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> 1. Commitment to the work of the organization. 2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy. 3. Willingness to serve on committees. 4. Attendance at monthly Board meetings. 5. Attendance at meetings of assigned committees. 6. Attendance at Annual General Meeting. 7. Support of special events. 8. Support of and participation in fundraising or marketing events.
Term:	The Treasurer is elected by the membership at the Annual General Meeting, serves for a two-year term and may be released at the end of the elected term, by resigning or according to the MHSA Bylaws.
General Duties:	<p>A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> 1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff. 2. Monitor all Board policies. 3. Review the bylaws and policy manual, and recommend bylaw changes to the membership. 4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments. 5. Participate in the development of the MHSA's organizational plan and annual review. 6. Approve the MHSA's budget. 7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee. 8. Support and participate in evaluating association staff. 9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the MHSA's mission.
Specific Duties:	<ol style="list-style-type: none"> 1. Oversees that all monies paid to the Association are deposited to chosen Financial Institute of the Board, 2. Ensures development and board review of financial policies and procedures, 3. Ensures that a monthly income statement is provided at regular Board meetings, 4. Supervises staff on all financial aspects of the Association, 5. Prepares annual budget to the Board for member approval, 6. Ensures that proper financial statements are prepared and provided to membership at the Annual General Meeting, 7. Member of Executive committee has signing authority for the MHSA, 8. Carries out other duties as required by the Board.
Evaluation:	The Treasurer's performance is evaluated annually based on the performance of their duties laid out in their Goals and Workplans.
Annual Review:	The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.
Revised Date:	May 2017