



## Treasurer Position Description

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### Overview

A member of the RDMSC Executive and Board of Directors, the Treasurer serves as a RDMSC signing officer and is responsible for the management of RDMSC funds and such other duties as required under the RDMSC bylaws.

### Responsibilities

- Work with the Executive to establish the annual budget for presentation to the Board
- Serve as a signing officer and voting member
- Attend Board meetings and present a full and detailed account of receipts, disbursements, and working budget to the Board
- Present to the RDMSC membership at its Annual General Meeting (AGM) a financial statement setting out the RDMSC's income, disbursements, assets and liabilities
- Receive and reconcile e-transfers and expense forms, and send to bookkeeper for tracking and record keeping
- Ensure the RDMSC financial statement is reviewed and signed by two voting members of the RDMSC appointed for that purpose by the Board in accordance with *Alberta Society Act* requirements
- Advise bookkeeper which expenses are to be paid from Alberta Gaming, Liquor and Cannabis (AGLC) monies in accordance with AGLC legislation, regulations, rules, policies and guidelines
- Prepare and submit mandatory AGLC report annually in or before March (the AGLC report template is provided annually in January)
- Receive and submit payroll sheets to bookkeeper for cheque preparation
- Receive and submit pool invoices to bookkeeper for cheque preparation
- Receive and submit expense forms to bookkeeper for cheque preparation
- Submit any invoices (e.g., apparel, Swim Alberta, ASSA, meet fees) to bookkeeper for cheque preparation
- Pick up cheques when completed, ensure two signatures are obtained, and disperse the cheques
- Receive, deposit and account for cheques/payments made to the RDMSC
- Frequently check and manage Club mail and ensure the mailbox rental is paid annually (February)



### Bookkeeper

- Maintain binder with monthly tabs of all incoming and outgoing monies
  - Staple original receipts where possible to cheque information or record of e-transfer confirmation
- Prepare all cheques for Treasurer within 3-5 business days
- Provide to the Treasurer the financial statement to be presented at the RDMSC AGM, reviewed and signed by two RDMSC voting members, and for mandatory annual filing with the Alberta Registrar of Corporations under the *Societies Act* (which is done by the RDMSC President)
- Prepare invoice for services and submit to Treasurer for monthly payment
- Pay Canadian Revenue Agency payroll remittance
- Access TeamUnify to view RDMSC financial information
- Access Servus bank account for the purpose of reconciliation
- Coordinate annual audit or review engagement in accordance with Service Alberta requirements

Term: 2 years