

Sherwood Park Fish & Game Association

Treasurer

Primary Role:

The primary function of the Treasurer is to manage the finances of the SPFGA.

This person should be a motivated self-starter who is capable of new programs innovation and is eager to engage the membership in programs and events.

Requirements:

- Be a member of the SPFGA in good standing.
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to): E-mail, Slack, MS Teams, Microsoft Office, Dropbox/OneDrive, Google Office products such as Docs, Sheets, etc.

Permanently Assigned Responsibilities (quoted directly from the Bylaws):

- The Treasurer shall manage the receipt and collection of all fees and other income of the Association and shall ensure such fees and other income are credited to the applicable accounts of the Association in a financial institution designated by the Board.
- The Treasurer shall ensure all financial records and funds are properly maintained for the Association. All accounts or claims which have been approved by the Board shall be paid when directly authorized by signature or electronic approval by any two of the following Officers: the President, the immediate Past President, the Vice Presidents, and the Treasurer.
- The Treasurer shall ensure regular books of account and complete records of all monies received and disbursed by the Association are maintained and shall be responsible for the preparation of all financial statements of the affairs of the Association.
- All monies received from patrons, bequests or contributions shall be credited to the funds of the Association. Any surplus funds may be invested by the Treasurer in such a manner as may be approved by the Board.
- The Treasurer shall present the financial statements of the previous year setting out the income, disbursements, assets and liabilities and the Auditors Report and review the current year budget at a General Meeting as soon as practical once the Auditor's Report has been completed. Notice of intent to present this information shall be included in the General Meeting notice.

Tasks:

This list is representative and not intended to be exhaustive:

- Work with the management company to ensure the responsibilities above have been completed.
- Maintain the Treasurer's handbook.
- Submit estimated financial requirements for the annual budget.
- Monitor and respond to inquiries on the treasurer@spfga.ca email account in a timely manner.
- Stay regularly informed on Association matters through participation in discussions by email or on the SPFGA Slack group.

- Doing the necessary pre-reading and pre-work required to come prepared to Board meetings.
- Submit content to the SPFGA Communications Director for publication for publication in the newsletter, email updates, and social media.
- Volunteering at SPFGA events and activities.