

# MISSION SOCCER CLUB

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## Treasurer

### Job Description and Expectations

**Purpose:** To manage the Club's finances and support the Club's mission and objectives.

**Major responsibilities:**

- Oversees that all monies paid to the Club are deposited in a Chartered Bank, Credit Union, Treasury Branch, or Trust Company chosen by the Board
- Ensures that a detailed account of revenues and expenditures is presented to the Board as requested
- Ensures that a statement of the financial position of the Club is prepared and presented to the AGM
- Heads subcommittees s/he is responsible for: Finance, Fundraising, Grants
- Prepares cheques for referees, expenses and registration refunds
- Is a member of the Executive Committee
- Carries out other duties as required by the Board

**Length of term:** Two years

**Meetings and time commitment:**

- The board of directors meets monthly except December on the fourth Monday of the month, 7:00 p.m. Meetings typically last 90-120 minutes.

**Expectations:**

- Prepares financial updates as requested by the Executive Committee
- Evaluates financial impacts of proposed decisions as requested by the Executive Committee
- Participates on a standing committee of the board, and serve on ad-hoc committees as necessary
- Helps communicate and promote the Club's objectives to the community
- Understands the policies and procedures of MSC.