



Volunteer Position Profile for Darts Alberta Treasurer

– Updated September 11, 2010 –

SUMMARY

The primary role of the Treasurer is to be accountable for overseeing all financial aspects on behalf of the organization.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Treasurer include ensuring all financial administrative functions are performed such as:

- ▶ Receiving and depositing funds paid to Darts Alberta.
- ▶ Ensuring payment of all Darts Alberta receivables.
- ▶ Ensuring detailed records are kept on file for all receipts and disbursements.
- ▶ Data entry of all financial transactions.
- ▶ Developing an annual budget for approval by the Board of Directors.
- ▶ Preparing financial reports, including a semi-annual budget vs. actual report, for review and approval by the Board of Directors.
- ▶ Managing long term investments and making recommendations on investments to the Board of Directors.
- ▶ Working with the appointed auditor to ensure accurate Annual Financial Statements are produced for presentation to the membership.
- ▶ Compiling and remitting financial reports to funders, including Alberta Sport Recreation Parks and Wildlife Foundation, Alberta Gaming and Liquor Commission and other grant program providers.
- ▶ Compiling and remitting Change of Use of Proceeds forms, as required, to Alberta Gaming and Liquor Commission.
- ▶ Maintaining a record of Darts Alberta assets.
- ▶ Administering the financial aspects of the Darts Alberta Elite Development and Intermediate Development .
- ▶ Ensuring Darts Alberta liability insurance is renewed annually.

- ▶ Administering the Darts Alberta Grants Program.
- ▶ Participating in Darts Alberta Board of Directors Meetings.
- ▶ Participating in Darts Alberta Senior Executive Committee Meetings.
- ▶ Submitting articles for the Darts Alberta newsletters.
- ▶ Participating in Sub-Committee meetings as required.
- ▶ Performing such duties as may be assigned by the Board of Directors.

In the event of an unplanned emergency absence or departure, the Treasurer shall be cross trained as a back-up for the following programs and services:

- ▶ Alberta Sport Funding Administration
- ▶ Gaming Funding (Casino) Administration
- ▶ Secretarial Record Keeping
- ▶ Alberta Corporate Registries Submissions

SKILLS & QUALIFICATIONS

Although this is a volunteer position, it is critical that the Treasurer have some, if not all, of the following skills and experience:

- ▶ Knowledge and experience in the administration of the sport of darts would be an asset.
- ▶ Good verbal and written communications skills.
- ▶ Good organizational skills.
- ▶ Good knowledge of all Darts Alberta policies.
- ▶ Ability to accurately handle large amounts of cash in a fast-paced environment.
- ▶ Basic bookkeeping skills.
- ▶ Proficient in electronic communications.
- ▶ Previous experience using accounting software.
- ▶ Competent in Simply Accounting software and Microsoft Excel would be an asset.

TERM, PROCESS & TIMELINES

Term: Two Years (July 1 to June 30)

Process: Election

Timelines: Elected at the Annual General Meeting (during years ending with an odd number).

COMMITTEE PARTICIPATION

The Treasurer is a member of:

- ▶ Darts Alberta Board of Directors
- ▶ Darts Alberta Senior Executive Committee
- ▶ Darts Alberta Disciplinary Sub-Committee
- ▶ Darts Alberta Nominations Sub-Committee (during years ending with an even number)
- ▶ Other Darts Alberta Sub-Committees, as may be requested by the Board of Directors.

REMUNERATION

The Treasurer shall receive no direct remuneration for acting in the volunteer capacity of Treasurer. The Treasurer shall receive reimbursement for out-of-pocket expenses including but not limited to office supplies, travel, accommodations and meals, in accordance with Darts Alberta Policy at the time the expenses were incurred.

Approved by the Darts Alberta Board of Directors
September 11, 2010