



## Job Description: Treasurer

**Purpose:** To assist with the leadership and general promotion of the Wanless Park Community Tennis Club in the general area of financial reporting and fiscal management. As a Board Member, support the organization's objective of encouraging and promoting the game of tennis amongst the membership and in the community to lead the Club into the future.

### Responsibilities include:

- Establish, measure and monitor overall long- and short-term goals, objectives and priorities for Wanless Park Community Tennis Club in meeting the needs of the community; such as being an ambassador for the club in the community, and upholding and championing the values of the club.
- Financial management including oversight and responsibility for Wanless Park Community Tennis Club's finances, budget, and financial/resource needs.
- Prepare Club's annual budget for the upcoming season.
- Be a signing authority on behalf of the Club for financial matters.
- Prepare cheques for counter-signature by either the President or Vice-President:
  - Review cheque request and ensure adequate documentation is provided. Save documentation in appropriate Google folder.
  - Record cheque details in cheque tracking Google Sheet
  - Deliver cheque to recipient.
- Oversee preparation of monthly interim financial statements by the Bookkeeper:
  - Download monthly reports (bank account transactions, in-bound credit card receipts, in-bound tap payments, outbound credit card payments, etc.) as required for the Bookkeeper to prepare monthly financial reports complete all monthly reconciliations (Tap payments, credit card receipts, bank account, etc.), and create month revenue recognition worksheet
  - Review QuickBooks entries and monthly financial reports as prepared by the Bookkeeper.
  - Present interim financial statements and provide explanations for any variances to budget and previous seasons' results to the Board.
- Prepare long-term forecasts of the Club's cash surplus to ensure sufficient funds are set aside each year for future capital projects (e.g. court resurfacing, court lighting, etc.) . As appropriate, invest excess cash in GIC's.



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- Work with outside auditors and Bookkeeper to ensure:
  - The independent financial review is completed and available well in advance of the following year's AGM.
  - All HST filings are completed on time and either payments are made or refunds received.
  - All annual tax and statutory filings are completed and submitted to the CRA on time.
- Payroll Management:
  - Review and approve bi-monthly payroll as prepared by the Club Manager.
  - Download monthly payroll data and prepare monthly payroll report.
  - Review monthly revenue recognition worksheet and calculate Head Pro fees.

### **Details of the position:**

- Length of term is one year, which may be renewed for a maximum of five (5) consecutive years through the nomination and election process at the Annual General Meeting.
- Candidate must be a member in good standing of the Club.
- Position carries one vote.

### **Expectations include:**

- Attend and participate in monthly Board of Director meetings. Meetings are usually held on the evening of the second or third Monday each month with the exception of August when no meeting is held. Board members are expected to attend the majority of meetings (at least eight of eleven) in person or via Google Meet. Monthly board meetings typically last between two and two and a half hours.
- Attend the Annual General Meeting.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Maintain Board confidentiality. Publicly support Board decisions.
- Foster a positive working relationship with other Board members, the clubhouse staff, the Head Pro, and court instruction team as well as City of Toronto staff who work at the park.
- Be aware of and declare any conflict of interest.
- Understand and make best efforts to represent and advocate in the interests of all Club members.