

SEMIAHMOO YACHT CLUB EXECUTIVE OFFICER POSITION DESCRIPTION - TREASURER

The Treasurer is elected by the membership annually at the General Meeting for the Nomination of Officers.

General Description: The Treasurer maintains the club's accounts and issues the monthly statements for the club. This position manages the club's banking, budgeting, insurance coverage and tax reporting.

Responsibilities: (in addition to Executive Board General Responsibilities)
In addition to what is described in the SYC Bylaws Article IX, Section 5, the following are the Treasurer's duties and responsibilities.

1. MONTHLY:

Cheque Writing:

- The Treasurer or the Commodore sign cheques to pay the club's expenses
- Issued based on a Board member approved invoice (based on their responsibility).

Deposits:

- One of Blaine based Board members checks the club mail box and deposits any incoming payments, usually for an ad in the annual or for membership payments
- Information on each deposit is emailed to the Treasurer

Month end statements:

- QuickBooks software is the club's ledger, with cheque and deposit information posted each month end.
- The two monthly statements are then emailed to the Board members with a brief recap and then reviewed briefly with the Board at the monthly Board meeting.

2. BUDGET PREPARATION:

- Drafted in November and circulated to the Budget Committee being the Treasurer, the Fleet Captain (cruise responsibility), and the Rear Commodore (land events). The Vice Commodore is responsible for the membership budget.
- Reviewed at the Board meeting in January and presented at the AGM in March by the Treasurer for members approval.

3. TAX PREPARATION:

- Each February-March the Treasurer provides our CPA Michelle Cloutier (in Blaine) with a year end statement package and a flash drive of files from QuickBooks.

4. INSURANCE

- The Treasurer reviews the coverage with the Board and pays the annual liability coverage that the club maintains – commercial liability and Board of Directors liability min two separate policies.