



Treasurer

Position Responsibilities

- Reports directly to the President of Bowls BC.
- Receives all monies payable to Bowls BC and deposits same in the name of the association in a Chartered Bank or Trust Company duly authorized by the BOM,
- Pays all accounts and bills of Bowls BC by cheque signed by any two (2) of the President, Vice-President, Secretary or Treasurer.
- Maintains financial records, including books of account, as required to comply with the Society Act and funders.
- Prepares the budget for approval by the BOM from budget requests submitted by the Directors.
- Works with the year-end Accountants to complete the annual review engagement.
- Reports to BOM monthly with year-to-date financials including a budget to actual income statement complete for all departments and programs.
- Ensures all payments are approved by Directors.
- Administers funding or grant programs.
- Be lead contact with funding partners and ensures Bowls BC is compliant with funders.
- Chairs fund-raising and finance committee and will appoint members of same as required.
- Manages and supervises contract bookkeeper.
- Provide all Bowls BC electronic documents to any member of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM access
- All budgets and budget requests due to Treasurer by November 30th of each year.