

The Treasurer (by the Constitution) shall:

- I. Manage all Club financial transactions, including the collection of all membership dues and the payment of all Club bills in accordance with Committee directives;
- II. Keep the financial records, including books of account, necessary to comply with the Society Act;
- III. Establish and maintain all required Club bank accounts and/or similar financial transactions, arranging for officer signatures as required;
- IV. Prepare and submit the annual Gaming Grant application;
- V. Submit all tax related filings as required;
- VI. Develop an annual financial statement of the activities of the Club and provides this to the Executive for presentation at the Annual General Meeting each year;
- VII. Act as Signing Authority;
- VIII. Prepare Annual Club Budget with input from Executive and members.

Further Detail: Treasurer

- Maintains signing authority with bank to ensure list is current
- Ensures that all receipts, invoices and relevant paperwork is properly organized and filed.
- Provides regular updates to board members on fiscal health of the club
- Offers financial advice on non-routine spending IE equipment, coach training etc.
- Ensures all club transactions are properly recorded in accounting software (quickbooks)
- Ensures all available grants are identified and applied for.
- Applies for gaming licenses and grants in an appropriate time frame.
- Works with Registrar on member refunds and failed payments
- Collects delinquent payments as required