



## TREASURER - POSITION DESCRIPTION

Softball BC

**Link to Mission:** Softball BC's mission is to grow softball across British Columbia by supporting players, coaches, umpires, clubs and volunteers through inclusive pathways that develop people, strengthen communities, and inspire excellence. The Treasurer ensures the organization's financial accountability to support fiscal responsibility and oversight.

**Authority and Responsibility:** Responsible to the Board of Directors through the President.

### Requirements:

- Commitment to the work of Softball BC
- Knowledge and skills in finance as they relate to good governance and the fiduciary responsibilities of the board.
- Speak positively of Softball BC and assist in developing and maintaining positive relations among the board, committees and the softball community to enhance Softball BC's mission.
- Is an active relationship builder and represents Softball BC at external events
- Promotes Softball BC in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Softball BC

### Skills and Attributes:

- Current knowledge of not-for-profit accounting practices
- Accounting designation
- Dedicated and committed to the mission of Softball BC
- Knowledgeable about Softball BC and the Canadian sport system
- Knowledge and understanding of Good Governance
- Long-term Commitment to Softball BC

**Term:** Treasurer is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. Treasurer shall serve in the role for one year with the ability to be re-elected or appointed in subsequent years.

**General Duties:** The Treasurer shall ensure financial oversight of Softball BC.

- Provides regular reports to the Board on the financial state of Softball BC that properly reflect the operating results and financial condition of the organization.
- Serves as Chair of the Finance and Human Resources Committee.
- Ensures current and acceptable financial policies, practices, accountabilities and controls are in place for Softball BC.
- Ensures the development, review and monitoring of all financial policies, financial control policies and procedures

- Provides oversight to the annual audit process and ensures financial reporting at the Annual General Meeting.
- Provides the Board with an annual budget for approval. Speaks for the budget in partnership with the Executive Director.
- Act as a signing officer of Softball BC.

**Evaluation:** Self and by the board, annually, based on the performance of assigned Board requirements and duties.

**Review Date and Approval Date:** The Governance Committee reviews the Treasurer's Position Description annually to coincide with the completion of the Board of Directors Recruiting and Development Matrix review. Recommended changes are presented to the Board.

Approval Date:

Review Date: