



TREASURER

First, thank you for volunteering to be a Treasurer. You are the voice of Vernon Baseball and represent all of your coaches, players, and parents. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of a Treasurer. If you have questions that have not been answered here, please seek support from the Vice President.

Role

The treasurer has a watchdog role over all aspects of financial management for the organization to safeguard the organizations finances. This includes general financial oversight, financial planning and budgeting, financial reporting, banking, bookkeeping and record keeping. In addition, the Treasurer must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally, the Treasurer must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

Duties

Monthly Meetings: Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division.

Pick up mail/coordinate with the registrar regarding any mailed in registrations.

Prepare and mail cheques after approval of payment from relevant director, ensuring all cheques are signed by two signatories.

Make regular deposits.

Keep books up to date, prepare regular financial statements, and report to the board.

Monitor receipts and payments against the budget.

Annually:

Prepare budget

Apply for the Community Gaming Grant.

Prepare the Gaming Summary Report and remit to the Province of BC.

Generate annual financial statements.

Attend the AGM

Summary: This job title come with are large work load over a short period of time. Planning ahead and utilizing the large volunteer force (parents) is your top priority. Being a good communicator and having the ability to work with others is an asset. The Treasurer has the full support of the Executive. Be creative, Vernon Baseball is always looking for ways to improve.