
ROLES AND RESPONSIBILITIES SECRETARY TREASURER

POSITION: SECRETARY/TREASURER

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Required to act in the name of the Board on a month to month basis to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director.

Coordinate with the Executive Director to:

- oversee the record keeping and correspondence of the membership and governing body of the organization, ensuring compliance with relevant provisions of the bylaws and
- oversee the financial business of the organization. The role is carried out with the support of the Finance staff person and the Finance Committee.

PRIMARY DUTIES & RESPONSIBILITIES OF SECRETARY: ensure that, in accordance with bylaws and policies:

- notices of general meetings and directors' meetings are arranged
- minutes of general meetings and directors' meetings are recorded and distributed
- records of the Society are kept in accordance with the Act
- correspondence of the Board is properly conducted
- the annual report of the Society and any other filings with the registrar under the Act are completed correctly and on time.

PRIMARY DUTIES & RESPONSIBILITIES OF TREASURER: ensure that in accordance with policies:

- money collected from the members or other sources is received and banked
- accounting records in respect of the Society's financial transactions are kept
- the Society's financial statements are prepared
- the Society's filings respecting taxes are completed accurately and on time.

RESPONSIBLE FOR

- submitting a Treasurer's report for each executive meeting
- submitting a Treasurer's report for each board of directors meeting
- working with the Finance staff through the Executive Director and Auditor in developing and implementing financial procedures and systems
- ensuring financial procedures are meeting the needs of the organization
- ensuring legal audit requirements are met if applicable
- overseeing the preparation of the annual budget and monitors its implementation
- recommending and enforcing Financial Policies
- overseeing the financial wellbeing of the organization
- ensuring a regular review of insurance program is performed as required
- Chairing and actively participating in meetings of the Finance committee.

GENERAL DUTIES & RESPONSIBILITIES:

- Participate in monthly executive conference calls or face to face meetings in order to review and approve monthly activities and emerging issues
- Work within the policy framework established by the Board of Directors
- Maintain current knowledge of programs/activities and projects

- Be prepared to work with staff on specific projects or issues when asked by staff
- Commit to the purpose and programs of the organization
- Understand management reports, financial statements and risk management.
- Understand Respect in Sport and all it pertains to in Canada.
- Commit time to and actively participate on various committees, task force, working groups, events & workshops when requested
- Chair committees and/or meetings if requested by the President or as per Bylaws
- Be accessible to members, staff and directors as needed
- Maintain the confidentiality of any information given to the Executive and/or the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Attend all board meetings and participate in proceedings
- Commit volunteer time of a minimum of five to ten hours per month

ATTRIBUTES

- Ability to work in a team
- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Ability to work under pressure and maintain a calm focus
- Have a well-developed faculty for critical analysis.
- Fulfill commitments within the agreed upon deadlines
- Excellent communication skills
- Vision
- Creativity
- Patience
- Ability to communicate through email and other electronic means
- Some travel required

TERM:

- Elected for a two year term – three terms maximum (for 2019 - elected for a 1 year-term, maximum 7 year term limit)