

June 2016

Subject: Treasurer Role BYC Board of Directors

- Ensures custody of financial books and records of the Society and the Board
- Works with BYC Manager and/or Coordinator and volunteer financial expert to ensure board's financial processes are current and meet acceptable standards
- Ensures BYC is compliant with legislated requirements such as HST, payroll deductions, etc
- Ensures legislated reporting requirements are completed and submitted on time
- Shares signing authority with Commodore or designate and the BYC Manager/Coordinator
- Acts as Chair of the Finance Committee
- Works with Board, BYC Manager and committees to prepare an annual budget
- Provides regular and annual financial reports to Board and Membership and specific reports and recommendations as requested or deemed necessary