

Secretary/Treasurer

Purpose (General nature of position)

The BCSGS Secretary/Treasurer develops and implements the Society's financial plan and ensures it is aligned with the Society's strategic plan and mission statement. The Secretary/Treasurer also ensures that the Society is in compliance with all governmental requirements for a not-for-profit society.

Duties and Responsibilities

- Ensuring that minutes are taken, circulated and kept of all general, executive committee and special meetings of the Society
- Ensure adherence to Societies Act and Bylaws of the Society making necessary changes to the Bylaws as required
- Ensuring that notices of meetings are issued
- Ensuring safe custody of all records and documents of the Society as well as those required by the Secretary/Treasurer
- Ensuring an up to date mail and phone list of all directors and zone communicators is filed under the Society Act as well as with Revenue Canada
- Monitor Society inventory and supplies (which includes membership cards and clothing)
- Keeping appropriate records of all Society's revenues, assets, liabilities and expenses
- Disbursing and collecting of funds as needed
- Payroll for BCSGS staff
- Ensuring that adequate and correct accounts are maintained of the Society's properties, business transactions, liabilities, receipts, disbursements, gains and losses
- **Ensuring that expenditures over \$2,000 are discussed with president**
- Preparing the Society's budget, financial statements and reporting financial information to the board of directors on a regular basis and budgets for current and future years
- Ensuring an annual audit **or review engagement** is complete with 180 days of the year-end
- Completing and filing annual reports required under the BC Society's Act and the Charity Report under the **Revenue Canada** Agency within the required time limits
- Ensure the Society has sufficient insurance coverage and assist the host societies in meeting their insurance requirements
- Liaising with the host society as needed to ensure financial compliance
- Liaises with legal counsel
- A members of the executive committee and chairs the finance committee

Qualifications

- Excellent written skills, good organizational and communication skills
- Previous bookkeeping/accounting experience, fiscal management, organized and good leadership skills
- Good knowledge of governance and requirements under the Societies Act



Working Conditions and Time Commitment

- Members of the executive committee will be required to attend six to eight executive committee meetings per year (most done by conference call/**zoom calls**), at least two board meetings, the Society's annual general meeting and appropriate committee meetings. Executive committee members are also expected to attend the annual 55+ BC Games
- This position requires a significant number of hours work per week
- The secretary/treasurer is elected for a two year term on odd years at the Society's AGM
- Work internally with administrative staff, executive director or **designate**, Event Manager(s), host society, zone chairs and others throughout the Society
- Works externally with government agencies, banks and auditor

Chain of Command

- The secretary/treasurer will report to the president

Created November 2017

Updated December 2018

Updated March 2022

