



# GLOUCESTER DRAGONS RECREATIONAL SOCCER

## JOB DESCRIPTION

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### TREASURER

*Excerpt from GDRS By-Laws, October 2005*

#### **ARTICLE 6: DUTIES OF BOARD OF DIRECTORS**

The Board of Directors shall conduct the business of GDRS during the periods between general meetings of GDRS and in accordance with the authority granted to it in the rules and regulations of GDRS.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within GDRS except for those positions elected by the Membership of GDRS. This shall include the appointment or revocation of appointment of volunteer and paid positions within GDRS operations.

#### ***Treasurer***

The Treasurer shall:

- prepare a long term financial strategy and an annual operating budget, in conjunction with the Board;
  - ensure that modern financial management practices are respected including the keeping of full and accurate records of the accounts of GDRS, that any financial obligations are satisfied and that liaisons with financial institutions are maintained as necessary;
  - submit a written report to the Board at each regular Board meeting;
  - ensure that financial statements are audited or reviewed as required, on an annual basis; and
  - submit an Annual Report to the Annual General Meeting.
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