



The Madawaska Club of Go Home Bay

1898

POSITION DESCRIPTION FOR TREASURER

The board of directors (the “**Board**”) of The Madawaska Club of Go Home Bay (the “**Club**”) shall select one of the members of the Board to be appointed as Treasurer.

The Treasurer is responsible for overseeing and monitoring the financial performance of the Club. In this capacity, the Treasurer must be financially literate, i.e. have an ability to read and understand a set of financial statements that present a breadth a level of complexity of accounting issues that are generally comparable to the breadth and complexity of the issues that can reasonably be expected to be raised by the Company’s financial statements.

In addition, the duties and responsibilities of the Treasurer are generally as follows:

- Performing basic accounting tasks for the Club.
- Monitoring the Club’s cash flow, managing revenue collection for annual dues and making recommendation to the Board as to annual dues, handling bills and payments, ensuring tax compliance, supervising the Club’s financial condition and reporting on it to the Board and Club members.
- Coordinating with the auditors/accountants, as applicable, of the Club regarding the preparation and accurate reporting on a timely basis of the annual financial statements as required by applicable legislation and as otherwise appropriate in the reasonable judgement of the Treasurer.
- Coordinating with insurance brokers to ensure adequate insurance (including director E&O insurance, property and causality insurance, etc.) is maintained for the Club and its activities.
- Reviewing and recommending to the Board for approval the annual financial statements.
- Preparing or overseeing the preparation of an annual operating and, if appropriate, capital budget and presenting the budget to the Board and Club members.
- Maintaining a current list of paid/unpaid Site Members for each cottage site.
- Maintaining and regularly reviewing the list of property roll numbers and Municipal Property Assessment Corporation (MPAC) tax data, including assessments and appeals. Coordinating with director responsible for the Club’s Managed Forest Tax Incentive Plan (MFTIP), as required.
- Participating in Board meetings, contributing positively as a team member on Board business and working in cooperation with other Board members to support and enhance the initiatives of the Go Home community.
- Carrying such other duties as may be requested by the Board from time to time.

Dated: November 2021

Approved by: Board of Directors of the Club