

Treasurer Job Description

In addition to the Executive Committee Member Expectations & Code of Conduct for an executive committee (EC) member of the Silveridge Pickleball Club (SPC), the treasurer is also expected to:

- Ensure that the club has appropriate fiscal management procedures, safeguards and reporting standards in place, and that these are adhered to.
- Make sure all monies paid to the club are deposited in the club's account.
- Utilize and be the administrator for the club's Point of Sale system.
- Keep accurate accounts of receipts and disbursements for Club related expenditures.
- Provide a full accounting of revenues and expenditures when requested.
- Present a statement of the club's financial position at the Annual General Meeting (AGM).
- Provide financial advice and financial risk assessments to the EC.
- Give regular reports to the EC on the financial state of the club.
- Provide financial reports to the secretary for secure filing.
- Act as one of the signing officers for the club's bank account and other documents as needed.
- Using the membership database list, collaborate with positions that require a list of volunteers for the various club events, etc.
- Support the EC requests to create various reports from the membership database.
- Enter paid information into the membership form.
- Provide membership reports for the monthly EC meetings.
- Ensure the integrity and security of personal data is maintained as per policies and legislation.
- Use the club's Google Drive to store club information.
- Create and lead volunteer committees as needed to be successful in this position and meet the needs of the SPC.
- Assist other executive positions with tasks when needed.
- Keep informed on key club issues and play a role in identifying and resolving challenges.
- Attend meetings as required (EC meets monthly - via Zoom in summer)
- Have accounts reviewed on an annual basis, as stated in the by-law, and present findings to the EC and to the club members at the AGM.
- Ensure all financial reporting is filed, as required. Prepare and submit the annual IRS Form 990-N ideally in November of each year.
- Prepare an annual budget and present it to the EC for consideration and approval.
- Orient the new treasurer.

Requirements for the incumbent of this position:

- Must have basic accounting skills and a working knowledge of Microsoft Excel and Google Sheets software.
- Basic computer skills to create and maintain club documents.
- Use the club's Google Drive to store documents.
- Good communication and organizational skills.
- Clear, accurate record-keeping with meticulous attention to details.

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- Able to multitask, solve problems and be proactive, ready to tackle everything from unexpected expenses to financial reviews.
- Good collaboration skills for handling processes and deadlines efficiently.
- Maintain transparency by providing the EC with access to important information, and show members how funds are being used and where money is needed.
- Uphold compliance with financial regulations, guiding through audits or necessary paperwork.
- Keeps things clear and accessible, playing a key role in the club's overall efficiency.

Committees/Volunteer Positions Responsible For:

- Court & Equipment Maintenance Coordinator
- Fundraising Coordinator (future position if needed)
- Merchandise Coordinator & Volunteers
- Social Committee, Chairperson and Volunteers

Estimated Time Commitment Required:

The estimated time commitment required as the Treasurer is 1-2 hours per week on Treasurer duties. The Executive Committee meets approximately every 3-5 weeks. Depending on agenda items, the meetings can last from 1.5 to 3 hours, which may require EC members to review or prepare information ahead of meetings.

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Revised: