



CALGARY RUGBY UNION

Box 5888, Station "A", Calgary, Alberta T2H 1Y4

Office: 403-255-9199

Fields 9025 Shepard Rd SE

MEMBER
Canadian Rugby Union
Alberta Rugby Union
Sports Alberta

TREASURER

Term: 2 Years

The Treasurer is an executive and voting member of the board of directors of the Calgary Rugby Union (CRU) and appointed in a manner consistent with the bylaws. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

The VP Finance will offer guidance to the Board and employees in ensuring good fiscal planning, decision-making, and oversight of the financial impacts of the CRU at a governance level.

Role & Responsibilities

- Oversee the development and enforcement of high-level financial policies and their review by the Board
- Assist in the review of the annual budget
- Ensure that the appropriate annual financial statements are prepared, reviewed/audited, and provided to board for review and approval
- Attend monthly board meetings and provide financial updates on the Union's current and projected financial position, and provide recommendations to the Board on any important financial developments
- Ensure that the organization maintains the appropriate financial records, and that CRU policies are designed to limit risk, including misuse or misappropriation of assets.
- Ensure that necessary filings are submitted on a timely basis
- Ensure that payroll and other liabilities are settled in a timely manner
- Serve as a co-signer of cheques with at least one another signing officer
- Assisting the Board with oversight of CRU employees, including performance discussions, compensation (including bonuses), and ad Hoc matters that arise in the normal course of operations
- Review financial and business agreements to be entered into by the CRU (leases, insurance, etc....) prior to being executed to provide commentary and advice.

Time commitment

- Attending monthly board meeting
 - Budget review and preparation of annual financial statements are the activities that take most time pre/post season.
 - During the season, the role requires approx. 2hrs per week (ad Hoc financial discussions, meetings at CRU). Some weeks, this time commitment is less and some weeks a little more but averages out over the season. The more involved, the easier the role becomes.
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