

JOB DESCRIPTION

Position: Secretary-Treasurer

Method of Selection: Elected at a general election of the membership at Annual General Meeting.

Term of Office: One year

Job Description:

The Regional Secretary-Treasurer is responsible for the finances of the region.

The Regional Secretary-Treasurer is responsible for keeping minutes at meetings, as assigned by the President.

Duties:

- 1) Liaise with the Regional President to prepare an annual budget based on the goals and priorities of the region.
- 2) Manage the finances of the region by maintaining complete, accurate and detailed records of all financial transactions (revenue and expense)
 - a. Maintain bank account
 - b. Write cheques - pay bills as approved by the Regional President
 - c. Deposit cheques in a timely fashion, handle NSF situations
 - d. Serve as a signing authority on regional accounts
- 3) Using the approved OVA template, provides regular written financial reports to the executive as required
- 4) Attend Regional Executive and Management Committee Meetings
- 5) Attend other meetings as requested by the Regional President
- 6) Take minutes at regional meetings and distribute accordingly
- 7) Handle correspondence of regional business as assigned by the Regional President
- 8) Act as the executive liaison to committees as assigned by the Regional President
- 9) Act as an ambassador for the Ontario Volleyball Association within the region