

Toronto Triathlon Club Board Description of Role of Finance Director

The Toronto Triathlon Club Finance Director is required to manage the financial responsibilities of the club. This includes the day-to-day transactions recorded through Paypal and bank accounts as well as reporting to the board on no less than a monthly basis.

Term: One year

The role is elected at the Annual General Meeting

Primary Duties

- Banking – make deposits, send payments by cheque or e-mail transfer, initiate periodic transfers from PayPal accounts, manage cash balances, keep signing authorities and club mailing address current
- Bookkeeping – track revenues (deposits and PayPal transactions for memberships, training offerings, events and clothing orders), track expenses (cheques, e-mail transfers and reimbursements to board members)
- Financial Reporting – prepare monthly cash reports and analysis for presentation at board meetings
- Budgeting – prepare annual budget with input from board members
- Financial Analysis – prepare costing/budgeting and suggest pricing for training offerings and clothing
- Training Offerings Support – review permits and contracts, make one-time or monthly payments under permits and contracts, review attendees' membership status to ensure all participants are and continue to be members
- Sponsorship Support – review sponsorship invoices, deposit payments received
- Website Support – address transaction issues, send shipping refunds for clothing, arrange other refunds as appropriate, correspond with members as needed
- The Treasurer also participates in many board discussions and e-mail exchanges regarding club decisions.

Time Commitment

Throughout the year, the time commitment is estimated to be 15-20 hours per month.

Additional Expectations

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month throughout the year