

West Point Golf Club Roles & Responsibilities

Treasurer

1. In conjunction with the President and the respective directors (for their responsibilities), prepare and present the annual budget to the Board and to the AGM;
2. Advise the Board on the adequacy of membership dues in relation to budgeted outgoings;
3. Monitor the implementation of the budget and report, with financial statements, to each meeting of the Board and to the AGM;
4. Maintain a Journal of all Receipts and Disbursements, available for examination by an Auditor, if one is appointed;
5. Collect and record all Membership dues, other membership fees, and other receipts, following up late payments, as specified in the By-laws;
6. Deposit all receipts in the Society's Bank Account;
7. Ensure that the Society maintains an adequate level of Equity, and that this Equity is managed appropriately;
8. Coordinate with the Society's Bank, the registration of the other directors with authorized signing authority;
9. Sign cheques for Society expenses on the Society's Bank Account, or, where necessary, authorize the signing of the occasional cheque by one of the Society's authorized signing authorities;

October, 2017