***The Board of Bowls Alberta Competency Profile***

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| Position | **Treasurer**  The Treasurer oversees the financial functioning of the organization and provides reports for the board. The executive director manages day-to-day finances. The duties of the Treasurer support the executive director’s financial accountability to the Board. | | |
| Time Commitment | On average – 2 to 5 hours per week | | |
| Term | Two years, appointed or elected at the Annual General Meeting (Term may be renewed once for a total of four years) | | |
| **Authority and Responsibility**   * The Board of Directors is the legal authority for Bowls Alberta * A director acts in a position of trust for the community and is responsible for the effective governance of the organization * Individual board members have no authority to direct or make requests of the executive director or to speak on behalf of the Association unless given such authority by the board * Board members are responsible for acting in the best long-term interests of the organization and the community and will bring to their deliberations a broad knowledge, a long-range view and an openness to learning. * Abide by the by-laws, code of conduct and other polices that apply to the board | | **Requirements**   * Commitment to the work of the organization * Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel and advocacy * Willingness to serve on committees * Attendance at monthly board meetings * Attendance at meetings of assigned committees * Attendance at Annual General Meetings * Attendance at membership meetings * Support of special events * Support of, and participation in, fundraising events * Commitment to organization’s mission and strategic directions * Openness to learning * Police Check | **General Duties**   * Makes sure that all employee deductions are remitted * Speaks for the budget in partnership with the executive director and the Finance Committee * Makes sure all necessary financial reports are filed * Serves on the Executive Committee * Gives regular reports to the Board on the financial state of the organization * Keeps financial reports on file * Chairs the Finance Committee * Hiring and release of the executive director including the executive director’s employment contract * Orients the new treasurer * Acts as signing officer along with another officer for cheques and other documents |
| **Benefits**   * satisfaction of making a difference in the bowling community * opportunity to work with individuals of diverse backgrounds * share skills and knowledge that will benefit the sport of lawn bowls * increased understanding of group dynamics and relationships at various levels | | | |
| **Removal of a Board Member**   * Any Officer or Director may be expelled by the Board of Directors for reasons of proven dishonesty, gross misconduct, or for failing or refusing to carry out his or her duties as assigned by the Board. | | | |