



South-West Regional Soccer Association
Email: generalmanager@swrsa.ca
Web: www.swrsa.ca

South-West Regional Soccer Association

Position: Treasurer

Status: Appointed in alignment with Southwest Soccer By-Laws

Hours: 2-4 hours / month

Location: Remote / Waterloo, Wellington, Dufferin, Perth, Grey Counties

About the Association

South-West Regional Soccer Association (Southwest Soccer) is a direct member of Ontario Soccer and serves as the fourth largest district of 21. The districts objectives are:

- To promote, develop and administer the game of soccer in the District
- To represent and act on behalf of the Ontario Soccer
- To represent and act on behalf of Member organizations
- To assist member organizations in developing and administering soccer programs that promote the development of the mental, physical, social and leadership skills of their members.

The Southwest Soccer Office is currently located in Kitchener, ON and serves member clubs, leagues, and associations from Waterloo, Wellington, Dufferin, Perth, and Grey Counties.

Position Description

The Board Treasurer is an executive non-voting member of the Board of Directors of the Association and appointed in a manner consistent with the Bylaws of the District. The Treasurer is accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

The treasurer, as other board members have no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the board.

The position of treasurer takes approximately two to four hours per month including attendance at monthly board meetings as well as discussions with the General Manager. More time is required as we approach year-end and review with external auditors.

Key Duties

- Review monthly financial statements provided by the General Manager for presentation to the Board of Directors.
- Review monthly bank reconciliations as provided by the General Manager.
- Review and approve the monthly cheque register and direct payments.



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- Assist in the annual audit of the financial statements and review adjustments with the General Manager.
- Review fee schedule annually to coordination with the General Manager.
- Review annual budget with General Manager, identify issues, adjustments or questions.
- Present annual budget to the Board of Directors for approval.
- Provide Annual Treasurer's Report for presentation to the membership at our AGM including an update of our financial position, final financial statements, final budget and recommendation and approval of our Auditors.

Qualifications

- Commitment to the organization mission statement and strategic plan.
- General knowledge of accounting and financial reporting practices.