

Job Description

Treasurer

1. Role Overview

The Treasurer is an elected member of the ASSA Board of Directors and is responsible for providing financial governance, fiduciary oversight, and strategic financial leadership to ensure the long-term financial sustainability of the Association.

This role focuses on governance-level financial stewardship, working closely with the Board, the President, and administrative support provided through Swim Alberta to ensure strong financial controls, transparent reporting, and responsible fiscal management.

2. Reporting Structure

Reports to: ASSA President and Board of Directors

Supports: Board committees requiring financial input

Works closely with: Swim Alberta administrative support/bookkeeper

Supervises: No direct staff supervision; provides governance oversight of financial administration

3. Term and Eligibility

Term Length: 2-year elected term (renewable)

Eligibility: Member in good standing with ASSA (or eligible to become a member in good standing)

- Must meet eligibility requirements outlined in ASSA bylaws
- Must comply with conflict-of-interest and confidentiality expectations

Election/Appointment: Elected by the membership at the Annual General Meeting

4. Primary Responsibilities

1. Financial Governance and Oversight

- Provide governance-level oversight of ASSA's financial health and sustainability
- Lead the development, review, and monitoring of the annual operating budget
- Review monthly and quarterly financial statements and provide analysis to the Board
- Monitor financial performance against approved budgets and strategic priorities
- Ensure appropriate financial controls, policies, and procedures are in place and followed
- Support long-term financial planning, forecasting, and reserve management

2. Risk, Compliance, and Accountability

- Ensure compliance with all financial reporting obligations, legislation, bylaws, and policies
- Oversee financial risk management and ensure mitigation strategies are in place
- Ensure accurate and complete financial records, documentation, and audit trails
- Support year-end financial processes, including preparation for external financial review
- Ensure timely filing of required financial documents and regulatory submissions

3. Annual Deliverables

- Draft annual operating budget for Board approval
- Quarterly financial reports and variance analysis
- Year-end financial package for external review
- AGM financial report and presentation to the membership
- Annual review of financial policies and signing authority procedures
- Support financial components of grants, sponsorships, and fundraising reporting

4. Board Leadership and Participation

- Attend and actively participate in Board meetings and Annual General Meetings
- Provide financial insight to support strategic planning and decision-making
- Foster collaborative relationships with Board members, committees, and partners
- Contribute to organizational initiatives, priorities, and long-term planning

5. Authority

The Treasurer is authorized to:

- Exercise financial oversight as delegated through ASSA bylaws and Board policy
- Serve as a signing authority for approved financial transactions
- Approve expenditures within Board-approved limits and policies
- Request financial information and reports necessary for governance oversight
- Perform additional duties assigned by the Board

Signing Authority Clarification:

- Dual signatures required for transactions as set by Board policy
- Electronic approvals permitted where compliant with policy and banking requirements
- Treasurer verifies expenditures for policy compliance; does not manage day-to-day bookkeeping

6. Skills, Competencies and Attributes

1. Core Competencies

- **Financial Acumen (High):** Strong understanding of budgeting, financial reporting, and non-profit financial practices
- **Strategic Thinking (High):** Ability to support long-term financial planning and sustainability
- **Governance Literacy (High):** Understanding of Board governance, fiduciary duties, and policy frameworks
- **Analytical Skills (High):** Ability to interpret financial data and identify trends or risks
- **Communication Skills (Moderate-High):** Ability to explain financial information clearly to non-financial audiences
- **Collaboration (High):** Works effectively with Board members, committees, and administrative support
- **Ethical Judgment (High):** Demonstrates integrity, confidentiality, and sound decision-making

2. Additional Assets

- Familiarity with amateur sport or non-profit financial environments
- Experience with financial management software and online banking
- Understanding of event-related financial processes
- Knowledge of the swimming community is an asset but not required

7. Time Commitment

Serving on the ASSA Board requires a meaningful volunteer commitment that varies throughout the year depending on organizational priorities and seasonal demands.

The Treasurer's workload varies throughout the year based on financial cycles.

Average: 6–10 hours per week

Peak periods: 10–15 hours per week (budget development, year-end, AGM)

Board-wide commitments: 75–140 hours/month across all Directors collectively

Additional time may be required for committees, events, or special projects

Additional responsibilities may include committee participation, event attendance, external representation, and special projects as required.

8. Collaboration & Administrative Support

ASSA receives financial administrative support through its service agreement with Swim Alberta.

The Treasurer:

- Works closely with the bookkeeper to ensure accurate financial reporting
- Provides governance oversight rather than performing day-to-day bookkeeping
- Serves as the primary liaison between financial administration and the Board
- Ensures timely communication with the Board regarding financial matters

9. Succession & Transition

The Treasurer is responsible for:

- Ensuring organized and complete financial records are maintained
- Supporting a smooth transition to the incoming Treasurer
- Providing onboarding support to new Board members on financial matters