



Treasurer: Updated: 2023-01-09

Activities Specific to Position:

- Receipt of money payable to the club (cheques, transfers, etransfers)
- Payment of Bills, Payroll, tax filings HST, WSIB (typically online banking, occasionally cheques) - signing officer typically in conjunction with VP Administration
- Work with our accountant to manage our books and complete our audit
- Maintain relationships with our Bank representatives (BMO)
- Manage our spending vs budget over the course of the year
- Develop the budget (with President and VP Admin) each year
- Some strategic planning
- Formation of an organizational direction for Strategic plan
- Capital expenditure plan
- Presentation of financial results at the end of the year

Activities that Craig has taken on:

- Help with NFTS-Ontario campaigns for fundraising
- Updated the policies found within 'Rowing is our business' doc
- Point of Contact with Bell for our Internet
- Ensure our PO box is maintained/paid for each year
- Managing a database of our historical membership
- Organized a Pub Night at the ABB
- Managed our online Shopify store for the sale of some club swag
- Manage (partially) some of our technical aspects (Google Workplace, web host, web site)

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