



BCSF Treasurer

BCSF TREASURER SEAT NOMINATION PACKAGE

Nominations Chair

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Treasurer Volunteer Job Description

Eligibility

- The position of Treasurer shall be open to any current Director of the BCSF Board at the time of the AGM. Additionally, they must have served a minimum of one year as a BCSF Director.
- At no time may more than one member of any particular immediate family be elected to the Board.
- Employees of the Society are not permitted to be Directors or Officers of the Society, nor are any family members of an employee to be elected to the Board.
- Directors and Officers of the Society must be a member of a BCSF Club in good standing.
- The positions of Treasurer shall be elected by a vote of the voting members present.
- No person may hold more than one office at a time.
- If there are no nominations for Treasurer the seat will be considered vacant. The BCSF Board of Directors may appoint someone into the seat until the next election.
- Must be 18 years or older

Accountability

The Treasurer serves and is accountable to the board of directors of the Federation

Authority

The Treasurer has no formal authority to direct the board or the affairs of the Federation, unless otherwise authorized. Like other board members, they are entitled to make motions and vote on matters before the Federation.

The Treasurer may not, on behalf of the Federation, enter into contracts without the knowledge and approval of the board and/or the Executive Committee of the board (including the Executive Director)

Time Commitment

Forty hours per month (board meetings, executive meetings, committee meetings, preparing for meetings, attending special events)

Term of Office

Two year term, renewable twice. Five year limit

Responsibility

The Treasurer is, first and foremost, responsible for the Federations Finances.

Principle Duties

In addition to the duties of every board member, the Treasurer is responsible for:

- Holds the position of chair of the Finance Committee
- Assists in the development of the Federation's budget and ensure compliance with the Society Act as well as Federal legislation
- Ensures adherence to the Federation's financial policies and procedures
- Ensures executive oversight of all financial transactions
- Personally models the Federation's values and code of conduct
- Work with any committees as required

Secondary duties

The Treasurer may, with greater regularity than other members of the board:

- Prepare Agendas for Board Meetings
- Carry out BCSF Business between meetings
- Prepare recommendations for board consideration
- Prepare recommendations to the members for changes to by-laws
- Be available to the executive director for consultation purposes
- Represent the Federation at community meetings and events

Other duties

Recognizing that the Treasurer's role is a voluntary one, the board may formally authorize the Treasurer to take on additional duties only if they do not interfere with any of the above.

Qualifications

The Treasurer must have all the qualifications of a Director as well as :

- A knowledge of accounting that includes preparation of financial statements, operational budgets, and financial reviews.
- A commitment to, and a clear understanding of the mission of the Federation
- Knowledge of meeting procedures, governance policies and by-laws of the Federation
- Sufficient time to devote to his/her primary duties

Development & Evaluation

The Treasurer shall regularly consult the board on their expectations of the Treasurer's role and assess their strengths and areas for improved effectiveness

Removal of Treasurer

The office of Treasurer shall be vacated upon the occurrence of any of the following events

- if a Treasurer resigns by delivering a written notice of such resignation to the President.
- If a Special Resolution is passed by the Membership to remove the Treasurer before the expiration of their term.
- Declaration of bankruptcy.
- Being absent from three consecutive board meetings without notice or reasonable excuse

Nomination Form Treasurer

The undersigned BCSF Club in good standing wishes to nominate the following individual for the position of Treasurer on the Board of Directors of the BC Snowmobile Federation and understand that we may only nominate one person.

Nominee

Print Name: _____ Member #: _____

Address: _____

Phone # : _____ Email: _____

Signed: _____

Date: _____

Each nomination must be signed by two members in good standing of the nominating club.

Nomination Moved by:

Print Name: _____ Member # _____

Club: _____ Date: _____

Signed: _____

Nomination Seconded by:

Print Name: _____ Member # _____

Club: _____ Date: _____

Signed: _____

Nomination Acceptance

I hereby confirm that I have read the "Treasurer Job Description" and confirm I meet all the eligibility requirements for the position of Treasurer. Please submit my name for consideration of the position of Treasurer to the Federation member clubs.

Name: _____ Membership # : _____

Signature _____

Nomination Submission

Please submit the following no later than March 7, 2019 for vote at the Annual General Meeting April 6, 2019 in Kamloops.

- A completed Nomination Form
- An introductory letter that includes a summary of your interest, experience and skills that you bring to the BCSF Team

Send to the Nominations Chair via BCSF office no later than March 7, 2019.

Mail : PO Box 277 Keremeos, BC. V0X 1N0

Fax: 250.499.2103

Email: office@bcsf.org