



## JOB DESCRIPTION

<b>Position:</b>	Regional Treasurer
<b>Method of Selection:</b>	Elected at a general election of the membership at Regional Annual General Meeting.
<b>Term of Office:</b>	Two years

### Job Description:

The Regional Treasurer is responsible for the finances of the region.

### Duties:

1. Liaise with the Regional President and Executive to prepare an annual budget based on the goals and priorities of the region.
2. Manage the finances of the region by maintaining complete, accurate and detailed records of all financial transactions (revenue and expense).
3. Authorize payment of regional expenses (with additional approval required from Regional President or Vice President).
4. Using the approved OVA template, provides regular written financial reports to the Executive as required.
5. Attend Regional Executive and Management Committee Meetings.
6. Attend the Regional Annual General Meeting (AGM) to present the financial statement to members.
7. Attend other meetings as requested by the Regional President.
8. Liaise with designated OVA staff about financial matters.
9. Performs other responsibilities assigned by the Regional Executive.
10. Work closely with the President, Vice President and Secretary to ensure the needs of the Region are being met.
11. Act as an ambassador for the Ontario Volleyball Association within the Region.