

# Parksville – Qualicum Fish & Game Association



## **Volunteer Treasurer Required**

The Treasurer is an essential member of the team that contributes to the club's smooth operation. This is a great opportunity for a member to become involved and along with other volunteers, work together for the benefit of the whole club.

If you are interested in volunteering for this position and wish to find out more about it, please contact our current Treasurer, Lynne at 250-468-7686. She will be available for training and familiarizing the new volunteer Treasurer with various club processes and culture.

The Treasurer works with the Administrative Assistant who pays monthly invoices, makes deposits, and codes cheques and deposits for the club bookkeeper. The accounting firm, New Heights Accounting, takes care of all monthly bookkeeping data entry, and prepares monthly and year end financial reports.

Briefly, the Treasurer's duties include:

- Distributing monthly financial reports that include the Balance Sheet, Income and Expense Statement prepared by New Heights Accounting, and Comparative Actual to Budget sheet, to the Board of Directors and Committees.
- Preparation of the annual budget from input received from club committees for the Dorman Range, Henry Range, Marion Baker Hatchery, and Archery
- Work with the Marion Baker Hatchery in preparation of budget information for DFO.
- Work with the BC Wildlife Federation on a monthly and annual basis for membership reporting and payment of dues.
- Preparation of Insurance requirements for liability and property insurance with Capri Insurance.
- Work with the Website Membership Administrator, Bravenet Marketing (formerly Trinex Internet Solutions) regarding online membership management and dues payments.
- Attendance at Board of Director's meetings and the Annual General Meeting to present financial reports.

***Please consider volunteering for the Treasurer position, the club needs you!***

Please contact Lynne Bonnell ([lynnebonnell@shaw.ca](mailto:lynnebonnell@shaw.ca)) for additional information.