



Stonebridge Wasaga Beach Blues Secretary/Treasurer Roles and Responsibilities

Scope:

The Secretary/Treasurer is accountable for the security of all records related to the Board of Directors and all its committees and the integrity of the fiscal affairs of the Corporation. The Secretary/Treasurer is responsible to the Board in the performance of their duties including the discharge of all fiduciary and legal obligations. The Secretary/Treasurer shall be a member of the operating management and therefore, shall share in the accountabilities, authorities and responsibilities delegated to the Board of Directors. The Secretary/Treasurer shall provide advice and counsel to the Committees respecting matters within the purview of the Board.

Key Responsibilities:

Board Leadership Responsibilities

The Secretary/Treasurer shall:

- Preside as lead of the Sponsorship team
- Foster ethical and responsible decision making by the Board, committees and its individual members, ensuring that all actions represent our brand persona and core messaging
- Establish agendas with the assistance of the Chair and Directors for meetings
- Ensure proper flow of all information to the Board and Committee members via email
- Ensure that all records of the Board of Directors and Committee of the whole are protected and secured
- Ensure that all contractual agreements are maintained and adhered to, and a record of expiry is maintained
- Ensure that all members have signed their Code of Conduct and Conflict of Interest forms and that these are filed accordingly
- Ensure that all members have read and signed their Acknowledgment of Role and Responsibility forms and that these are filed accordingly
- Ensure that Board of Directors have completed their Board of Director Application form and that these are filed accordingly
- Ensure that the Bylaws of 9253475 Canada Society (SWBB) are updated as required and adhered to
- Remain updated on all Canadian Not-for-Profit (CNCA) statutes and regulations

- Ensure that all Directors submit pertinent records to be included with Board records
- Maintain financial records with the assistance of the accountant of hire
- Provide Financial reports to the Board of Directors
- Assist with setting budgets for all areas of responsibility
- Maintain all bank records, receipts including payments of all invoices and VISA
- Provide all payments and records for all issued cheques
- Obtain invoices for the Sponsorship team and any others that may be required
- Ensure that payment is received from all sponsors in a timely manner
- Will assume the responsibilities of the Sponsorship Manager in the absence of a Sponsorship Manager

Other Duties and Responsibilities of the Secretary/Treasurer:

- Act as a liaison amongst the Board and the Sponsorship team and to the extent necessary, the Committee Members
- Communicate with and be available for discussion with members of the Board and Committees between meetings
- Advise and follow up on the implementation of all Board resolutions
- Perform any other tasks and duties as may from time to time be requested by the Board to advance the effectiveness of the Sponsorship team, finances and records