

The Treasurer shall:

- A. Function as overseer of WCC financial affairs;
- B. Maintain proper financial records, including full and accurate accounts of all receipts and disbursements;
- C. Attend scheduled Executive meetings or provide advance notice of absence to the President or Secretary;
- D. Have ONE (1) vote as a Member of the WCC Executive;
- E. Function as official liaison with the Club's financial institution; monitor all bank accounts under the name of the Winnipeg Cycling Club; ensure appropriate and timely banking is conducted on behalf of WCC, including having appropriate signatures for financial transactions;
- F. Issue cheques; make deposits; ensure appropriate documentation is provided to support expenditures or revenue collection; oversee the collection of WCC Membership fees, including electronic receipt and reconciliation of Membership monies received; maintain appropriate current-year and prior-year financial records of the WCC, whether paper-based and/or electronic;
- G. Provide regular financial updates at Executive meetings; submit an annual financial report at the Annual General Meeting; respond to financial inquiries from the Executive on a timely basis, and from WCC Members at a General meeting;
- H. Provide financial guidance and advice to the Executive to aid in decision-making, and, where necessary, ensure decisions taken by the Executive are financially prudent and supportable;
- I. Prepare and submit any necessary public or government documents on behalf of WCC as an incorporated entity, including required documentation and fees for the Manitoba Companies Office;
- J. Perform other related duties as specified by the Executive.