



## JOB PROFILE

Masters Swimming Manitoba: TREASURER  
2018

***Masters Swimming Manitoba drives, promotes and advocates on behalf of the Masters Swimming Manitoba Community.***

The Treasurer of Masters Swimming Manitoba provides accounting support to the MSM Board.

As a key member of the Board, the Treasurer ensures all fiscal responsibilities of MSM are facilitated to ensure a positive financial position of the MSM Board. The Treasurer with the Vice President has signing authority for MSM cheques and holds banking authority to act on behalf of MSM. The Treasurer is also responsible for the preparation, distribution and communication to the membership of the yearly financial statements at the AGM.

The Treasurer in coordination with the Board:

- Promotes Masters Swimming in Manitoba
- Endorses training and adherence to standards within the Masters Swimming Manitoba Community
- Satisfies entities are operating within all responsibilities required by legislation and bylaws
- Acts as a liaison between Provincial and Federal swim entities
- Ensures MSM maintains sufficient financial resources to maintain sustainability
- Presents a financial statement annually to the membership

Other duties for the Treasurer include, but is not limited to, reporting of any suspicious transactions, monitor and report expenditures, bill payments and any other duties as assigned.

**Key Result Areas:**

Item No.	Area
1	<b>Fiduciary</b>
2	<b>Risk Mediation</b>
3	<b>Leadership</b>