

Subject: Job Description - Board

Developed Date: 8/29/2020

Policy Number: 2

Review Date: 5/5/2022

Job Title:

Treasurer

Reports To:

President

Job Overview:

Financial manager who directs the organization's budget to meet the financial needs within the Rec Department.

Responsibilities and Duties:

- Voting member
- Maintain and update insurance information.
- Complete change of address forms for taxes, corporations, insurance, and vendors
- Online Banking
- File Taxes
- Provide Account Balance upon request
- Provide financial summary upon request.
- Distribute money for tournaments/concessions.
- Tally tournament/concession monetary totals

Tasks:

Type: Volunteer

Term: Minimum two years