



Sun City Peachtree Softball Club

Job Description

POSITION:	Club Treasurer (Board of Directors)
REPORTS TO:	Membership
TERM:	Elected by membership to serve annually, calendar year January 1 through December 31. May serve no more than two consecutive years as outlined in club by-laws.
JOB DUTIES:	<p>The responsibilities of the Club Treasurer shall include (cf. By-Law III.E):</p> <ol style="list-style-type: none"> 1. To receive and safely keep all monies of the Club and deposit same in such bank as the Board may designate. 2. Prepare a proposed annual budget to be submitted and approved by the Board. After approval by the Board, submit FORM "CC-10", Charter Club Budget to the CA Lifestyle Director. 3. Maintain a set of book and records that accurately records all receipts and expenditures of the Club. Records must be maintained for a period of seven (7) years. 4. Maintain original expense receipts to substantiate Club expenses. 5. Present financial reports as required at Board meetings and the annual membership meetings. Financial reports will be supplied to any member upon the member's request. 6. Co-sign all checks with at least one (1) other Board member; assure all expenditures are made by the Club check or debit card. 7. Submit annual financial reports to the CA Lifestyle Director as required. 8. Coordinate with the Fund-Raising Committee on any fundraising activity entered into by the Club. 9. Serve as the liaison between the Board and Club committees as assigned by the Board. 10. Other duties as assigned by the Board of Directors
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Current membership and in good standing in the Softball Club 2. Past accounting and/or bookkeeping experience a plus 3. Good organizational and communication skills 4. Public speaking ability 5. Work well with others 6. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus