



# Tumwater Soccer Club

## Treasurer

The responsibility of the Board Treasurer is to be aware of the financial status of the club and effectively communicate this with the rest of the board. The Treasurer acts as a liaison between the club and the CPA, and should be able to give updates on current expenditures, income, and bank information. The Treasurer should be present at meetings and actively participate in club events to support the club and be aware of issues involving the finances. The Treasurer should always act in a manner that represents the values and standards of the club.

### Duties Include:

- ☐ Chairing the Finance Committee.
- ☐ Work closely with other board members to create a yearly budget.
- ☐ Signing checks and making deposits.
- ☐ Provide a monthly update on the bank account.
- ☐ Assist on audits of the club records.
- ☐ Complete yearly renewal with the Secretary of State.
- ☐ Monitor the P.O. box and pass on correspondence as needed.