

TREASURER

Division: Finance

Reports to: Finance Vice Chair

Elected: Elected at the House of Delegates Meeting on the odd year

Term: 2 years, maximum of 4 before breaking for 2

3.5.7 Treasurer

The Treasurer shall be the principal, or supervisor of the staff person, responsible for financial transactions. Except as otherwise directed by the Finance Vice-Chair, or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of NESI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice-Chair, the Board of Directors or the House of Delegates, or required to be paid pursuant of the bylaws. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chair or coordinator and either within the approved budget of such division, officer, or committee of coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Vice-Chair, the General Chair or the Board of Directors may direct.

Main/required Duties and Responsibilities:

- Attend and participate in all Board of Directors and House of Delegates Meetings
- The Treasurer shall be the principal or supervisor of the staff person responsible for financial transactions.
- The Treasurer shall oversee the collection of all monies, incomes, fees and other receipts of the LSC and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice-chair, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.3.12. , except as otherwise directed by the Finance Vice-chair or the Board of Directors
 - In the event this position is held by a paid staff member, the General Chair shall oversee the salaries and office expenses.
- Serve as a member of the Budget Committee and the Finance Committee.
- Either the Finance Vice-Chair or the Treasurer will serve on the Travel Fund Committee
- Issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding month and for the fiscal year to date, together with such other items as the Finance Vice-chair, the General Chair or the Board of Directors may direct.
- Have charge of and supervision over and be responsible for the funds, monies, securities and other financial instruments of the LSC
- Supervise the monies, securities and other financial instruments of the LSC to be deposited in the name and to the credit of the LSC in such institutions as shall be

designated in accordance with Section 606.11 or to be otherwise invested as the Finance Vice-chair, the Finance Committee or the Board of Directors

- Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- Cause the funds of the LSC to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of the LSC, and obtain and preserve proper vouchers for all moneys disbursed.
- Cause to be kept at the LSC's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice-chair, the Finance Committee or the Treasurer shall determine;
- Upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of the LSC or USA Swimming.
- Cause the LSC to be in compliance with the requirements of Section 608.4;
- Have the power to require from the officers, committee chairmen, coordinators, staff or agents of the LSC reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of the LSC.
- Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of the LSC and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3
- Along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-chair and the General Chair, the Treasurer shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.
- Sign checks, drafts or other orders for the payment or transfer of money. (2 signatures required on checks written for over \$1,000)
- Must not serve as a member of the Audit Committee.
- Prepare the corporation's annual tax returns.
- Carry out the LSC Strategic Plan
- Attend USA Swimming conventions and meetings as deemed appropriate by the LSC
- Perform all duties in a professional manner that coincides with and represents the New England Swimming mission to: *"Provide opportunities for all to achieve their highest potential in competitive swimming."*
- Perform all other duties as requested by the General Chair, Board of Directors or House of Delegates