

ARKANSAS SWIMMING, INC.

TREASURER

JOB DESCRIPTION

The Treasurer is an elected officer of the Arkansas Swimming, Inc. (ASI) Board of Directors (BOD) and Executive Committee of the ASI HOD. This position is voted on at the Fall ASI House of Delegates meeting in even-numbered years. The term of office is two (2) years, and the same person may not serve more than two (2) consecutive terms (four (4) years) as the Treasurer.

Please refer to *USA Swimming Rules and Regulations, Part Six: Bylaws, Rules and Regulations for the Local Swimming Committees* Article 606.7.3 for the duties and powers of the Treasurer. Specific responsibilities of the Treasurer, which also may be specified elsewhere in *USA Swimming Rules and Regulations, Part Six* and the ASI Handbook include, but are not limited to, the following:

1. The Treasurer shall be the principal receiving and disbursing officer of ASI. Except as otherwise directed by the Finance Committee or Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of ASI and record all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, the Finance Committee, the Board of Directors or the House of Delegates, or required to be paid by ASI Bylaws.
2. The Treasurer is not authorized to disperse payments without written consent from the General Chair.
3. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee, provided that the division, officer or committee 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, or authorized by the Board of Directors or the House of Delegates.
4. The Treasurer shall be a member of the Finance Committee but may not be its chair.
5. 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 Committee, the General Chair or the Board of Directors may direct. The Treasurer shall:
 - a. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of ASI;
 - b. Cause the moneys, securities and other financial instruments of ASI to be deposited in the name and to the credit of ASI in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Finance Committee or Board of Directors may direct;
 - c. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;

- d. Cause the funds of ASI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of ASI, and obtain and preserve proper vouchers for all moneys disbursed;
- e. Cause to be kept in the safe-keeping of the Treasurer 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 or the Finance Committee shall determine;
- f. 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 quarterly financial reports and the annual audited financial statement to be exhibited to any member of ASI or USA Swimming;
- g. Cause ASI to be in compliance with the requirements of Section 608.4;
- h. Have the power to require from the officers, committee chairs, coordinators or agents of ASI 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 ASI;
- i. Cause the annual audit of accounts of ASI to be performed 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 these Bylaws and as otherwise directed by USA Swimming;
- j. Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
- k. In general, perform all the other duties incident to the corporate treasury function.