



RAMS SWIM CLUB  
Board Position: Treasurer  
Voting member of the RSC Board.

***The Treasurer role is a two year term position voted for in odd years.***

***The Treasurer is responsible for the Team's financial records and transactions and has the ability to provide current financial statements and records at any time.***

The role and duties of the RSC Treasurer board member include, but are not limited to:

### **Board Meetings**

1. Presents a team financial report at each board meeting

### **General Duties**

#### Accounting/Bookkeeping/Payroll:

1. Responsible for maintaining detailed accounting of team's financial activity and integrity
2. Manages receivables
2. Works with Board to prepare the team's yearly budget for Board review/approval
3. Makes financial information available to board members and parent members
4. Offers positions to employees after board approval
5. Initiates payroll for staff team with team accountant
6. Communicates with team accountant for payroll and tax purposes
7. Manages and submits yearly taxes and any other needed government filings on behalf of the team
8. Secures and manages team banking account through Community State Bank
9. Ensures team credit card protocols are followed, payments made, cards distributed, receipts collected
10. Ensures after registration and monthly collection of dues/fees that accurate payments were made
11. Works with Team Unify/Credit Card processing company

#### Partners with Team Admin:

1. Disburses payment/reimbursements (to vendors) for all Team expenses, fees, taxes and purchases
2. Works on delinquent team payments/collections
3. Writes checks for approved RSC expenditures
4. Collects and deposits the Team's revenue and fundraising to the bank
5. Gets cash for concession stand
6. Runs reports monthly for expired/failed credit cards
7. Verifies team accounts are invoiced after meets for meet fees
8. Collects receipts and writes checks for reimbursements
9. Managing team's QuikBooks software
10. Collects completed documents from team admin to setup paycheck ability with team accountant and maintains personnel files
11. Frasco background check account for new hires
12. Co-person for team PO Box

### **Additional Duties:**

1. Maintain a USA Swimming non-athlete membership, complete required certifications: background check, APT (athlete protection training) and CPT (concussion protocol training)
2. Chairs RSC Fundraising committee (solicit team sponsors, sponsorships for hosted meets, and manages the swim-a-thon and other fundraising opportunities)
3. Takes a leadership role during competition sessions for hosted meets: either meet director, official or meet marshal
4. Performs other duties as required by the Team and Board