



WYOMING SWIMMING, INC JOB DESCRIPTIONS

Mission: **Providing our community with opportunities for life through swimming.**

Vision: **High Altitude High Achievement**

Core Values: **Safe, United, Inspired, Tenacious, Unique, Proud.**

FINANCE VICE-CHAIR

1. General duties of all members of the WYSI Board of Directors

- Participate in all meetings of the House of Delegates and Board of Directors.
- Provide outstanding leadership for the entire Wyoming Swimming community.
- Support and promote the LSC vision, mission and core values.
- Act with integrity.
- Communicate with respect.
- Pursue excellence for Wyoming Swimming.

2. Finance Vice Chair Duties

- Chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Wyoming Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for Wyoming Swimming.
- Chair the WYSI Finance Committee.
- Review on a monthly basis all cash, credit card and investment reconciliation reports provided by the Treasurer and compare such reports to account statements that are received independently of the Treasurer.
- 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, General Chair or Board of Directors may direct;
- 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, audit report and any other federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with the Wyoming Swimming By-laws and as otherwise directed by USA Swimming;
- Cause to be conducted the audit required hereunder and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates;
- With the assistance of the Finance Committee, shall prepare an annual budget for WYSI's operations and present the budget for approval by the Board of Directors and the House of Delegates.
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- Be responsible, together with the Treasurer, for Wyoming Swimming's compliance with Section 7.4.2.

3. Membership Term and Selection

- Elected by the House of Delegates in even years
- 2-year term
- Limit: ~~no consecutive term limit~~ 2 consecutive terms

4. Preferred Experience and Expertise

- Financial management and/or accounting experience
- QuickBooks experience



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TREASURER

1. General duties of all members of the WYSI Board of Directors

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- Provide outstanding leadership for the entire Wyoming Swimming community.
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- Act with integrity.
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2. Treasurer Duties

- Be the principal receiving and disbursing officer of WYSI.
- Shall receive ~~, or direct another to receive,~~ all moneys, incomes, fees and other receipts of WYSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Board of Directors or the House of Delegates, or required to be paid (Except as otherwise directed by the Board of Directors,).
- With the assistance and approval of the Finance Committee, shall prepare an annual budget for WYSI's operations and present the budget for approval by the Board of Directors and the House of Delegates.
- Be a member of the Finance Committee.
- Deliver to the Finance Vice Chair monthly reconciliation reports of all cash, credit card savings and investment accounts.
- ~~● 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 General Chair or the Board of Directors may direct.~~
- ~~● Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of WYSI;~~
- ~~● Cause the moneys, securities and other financial instruments of WYSI to be deposited in the name and to the credit of WYSI in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Board of Directors may direct;~~
- ~~● 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 WYSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of WYSI, and obtain and preserve proper vouchers for all moneys disbursed;~~
- Cause to be kept 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 shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for WYSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;
- ~~● 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 WYSI or USA Swimming;~~



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- Cause WYSI to be in compliance with the requirements of Section 8;
- ~~Have the power to require from the officers, committee chairs, coordinators, or agents of WYSI 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 WYSI;~~
- Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of WYSI 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;
- ~~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~~
- ~~Perform all the other duties incident to the corporate treasury function;~~
- ~~Cause to be conducted and engage in the audit and/or agreed upon procedures engagement as required.~~
- ~~Distribute compensation, stipends and reimbursements for WYSI employees, members and volunteers in accordance with WYSI policy.~~

3. Membership Term and Selection

- Elected by the House of Delegates in odd years
- ~~Position is a paid contracted non-voting board member~~ Position may be paid, in which case it will be non-voting
- 2-year term
- Limit: no consecutive term limit

4. Preferred Experience and Expertise

- A basic understanding of accounting and finance functions with particular emphasis on non-profit entities
- An understanding of QuickBooks, or the willingness to use outside resources.
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