

SCS Board of Directors – Treasurer

Description

The Treasurer shall be the principal officer responsible for overseeing all of the organization's finances and budget. The Treasurer provides the information needed for all board members to make financial decisions for the LSC. Ideally, the treasurer has a strong working relationship with the BOD, particularly the Finance Committee. The Treasurer oversees the organization's leadership in the areas of money management and compliance.

Additionally, the Treasurer shall oversee the daily financial affairs of the LSC Office Staff which is responsible for receiving all moneys, incomes, fees and other receipts of SCS, and pay all bills, salaries, expenses and other disbursements. LSC Office Staff responsibilities include: Executive Director (Accounts Payable), Office Assistant (Accounts Receivable); External Consultant (Monthly Reconciliation and account audit).

Elected in the even-year for a 2-year term by the House of Delegates at the annual House of Delegates meeting

No term limits

Qualifications

- This leadership role requires the treasurer to be knowledgeable about standard financial and accounting practices for nonprofit organizations, including being cognizant of California NPO law
- Recommended the treasurer be a Certified Public Accountant
- Only individual members of SCS in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office
- The Treasurer Office may not be held jointly by two individuals
- The Treasurer Office may not be combined with any other office
- Must know the LSC's Mission/Bylaws/ Policies

Responsibilities

In addition to the duties and responsibilities listed in the LSC bylaws, the Treasurer shall:

- Oversee the organization's Financial Administration
- Oversees and reviews the annual audit process
- Works with the Finance Chair to deliver accurate and complete financial reports to the board on a regular basis
- Review and Enforce Financial Policies and Procedures

- Ensures that all members of the board fully understand the financial matters of the LSC and receive reliable and timely information regarding those matters
- Align all financial transactions with the mission, goals, bylaws, and legal requirements of the LSC
- Follows all legal and ethical requirements for the position
- Develop an annual budget for SCS and present it to the Board of Directors and House of Delegates for approval
- With the Executive Board of Directors approval, engage an outside CPA for preparation of annual tax returns
- Monitor the financial activities of SCS in relation to its budget
- Ensure compliance with USA Swimming financial reporting requirements
- Review and make recommendations of major expenditures when requested to do so by the Board of Directors
- The Treasurer may not delegate duties without the consent of the Board of Directors
- The Treasurer may have signature authority as determined by the Finance Vice-Chair or the BOD
- The Treasurer is a member of the Finance Committee
- The Treasurer is not a member of the Executive Committee