

A Task Force was created at the request of the General Chair to compare the motion put forward by the Governance Committee and review the amendments made by Mary Ruddell. The Task Force has put forward a recommended job description for the position of Finance Vice Chair and Treasurer below.

Motion 2107FVC&TTF01 Job Description of Finance Vice Chair and Treasurer

1 **FINANCE VICE CHAIR**

2 The Finance Vice Chair shall be the chief financial officer of Pacific Swimming. The Finance Vice Chair shall
3 have general charge of the affairs and property of the division that includes the Treasury function, the
4 development and implementation of an investment program for Pacific Swimming's working capital,
5 funded reserves and endowment funds, and the development and implementation of a marketing and
6 fundraising plan for Pacific Swimming.

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8 The Finance Vice Chair shall:

- 9 • have charge of and supervision over and be responsible for the funds, moneys, securities, and
10 other financial instruments of Pacific Swimming.
- 11 • prepare an annual and quadrennial budget for Pacific Swimming operations and present the
12 budget for approval by the Board of Directors and the House of Delegates.
- 13 • cause to be conducted the audit or review required pursuant to Bylaws Article 7.4.2 C (2) & (3).
- 14 • authorize the Treasurer to disburse the funds of Pacific Swimming by checks or drafts,
15 automated debits, or wire transfers upon the authorized depositories of Pacific Swimming
16 and obtain and preserve proper receipts and documents for all moneys disbursed.
- 17 • cause the moneys, securities, and other financial instruments of Pacific Swimming to be deposited
18 in the name and to the credit of Pacific Swimming in such institutions as shall be designated in
19 accordance with Bylaws Article 6.12.
- 20 • have the authority to require from the officers, committee chairs, coordinators, staff or agents of
21 Pacific Swimming reports or statements providing information as the Finance Vice Chair may
22 deem appropriate with respect to any and all financial transactions of Pacific Swimming.
- 23 • cause to be appropriately segregated any special purpose or restricted fund or accounts.
- 24 • issue regular reports listing the current budget variances by line item, all consolidated
25 expenditures and the current fund and account balances for the fiscal year to date, together with
26 such other items as the General Chair or the Board of Directors may direct.
- 27 • in general, have oversight of all duties incident to the corporate treasury.

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29 The Finance Vice Chair is responsible for the adequacy of Pacific Swimming's system of internal financial
30 and accounting controls. The Finance Vice Chair is ultimately responsible for Pacific Swimming's
31 compliance with Bylaws Article 7.4.2 and Bylaws Article 8. The Finance Vice Chair shall serve as the Chair
32 of the Finance and Budget Committees and shall serve on the Investment Committee. The Finance Vice
33 Chair is authorized to sign on Pacific Swimming Bank and Investment Accounts.

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39 **Not a new BOD position- Job content change due to addition of Finance Vice Chair to BOD.**

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41 **TREASURER**

42 The Treasurer is the principal receiving and disbursing officer of Pacific Swimming.

43 The Treasurer shall:

- 44 • oversee and ensure the receipt of all moneys, incomes, fees, and other receipts of Pacific
- 45 Swimming and oversee the payment of all bills, salaries, expenses, and other disbursements
- 46 approved by the Board of Directors.
- 47 • cause to be kept, by Treasurer or person authorized in writing by the Treasurer, correct books of
- 48 accounts and other financial records of all Pacific Swimming's affairs and transactions and such
- 49 duplicate books of accounts as the Board of Directors or the Finance Vice Chair shall determine.
- 50 • upon request, cause such books or duplicates thereof, quarterly financial reports and annual
- 51 audited financial statements to be exhibited to any member of the Board of Directors, Pacific
- 52 Swimming or USA Swimming.
- 53 • ensure that all financial statements and supporting documentation of income and payments is
- 54 stored electronically as specified by the Finance Vice Chair and that originals are stored and kept
- 55 according to established record keeping requirements.

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57 The Treasurer is an authorized signer on Pacific Swimming Bank and Investment Accounts. The Treasurer
58 shall publish monthly a Consolidated Statement of Financial Position (balance sheet) and Statement of
59 Activities Budget Performance (profit & loss) and submit them to the Finance Vice Chair.

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