

## 2603GOV02 – Treasurer Job Description

Motion to amend the Rules and Regulations to reflect that a paid Staff Treasurer may not be a signer of account for Pacific Swimming.

### SECTION 13 JOB DESCRIPTIONS

**A. Elections** [unchanged]

**B. Eligibility** [unchanged]

**C. Duties and Responsibilities of General Chair and Vice Chairs**

1.-5. [unchanged]

6. Treasurer

- a. The Treasurer is the principal receiving and disbursing officer of Pacific Swimming.
- b. The Treasurer shall:
  - (1) oversee and ensure the receipt of all moneys, income, fees, and other receipts of Pacific Swimming and oversee the payment of all bills, salaries, expenses, and other disbursements approved by the Board of Directors.
  - (2) cause to be kept, by Treasurer or person authorized in writing by the Treasurer, correct books of accounts and other financial records of all Pacific Swimming's affairs and transactions and such duplicate books of accounts as the Board of Directors or the Finance Vice Chair shall determine.
  - (3) upon request, cause such books or duplicates thereof, quarterly financial reports and annual audited financial statements to be exhibited to any member of the Board of Directors, Pacific Swimming or USA Swimming.
  - (4) ensure that all financial statements and supporting documentation of income and payments are stored electronically as specified by the Finance Vice Chair and that originals are stored and kept according to established record keeping requirements.
- c. The Treasurer is an ~~a~~ Authorized signer Representative on Pacific Swimming Bank and Investment Accounts unless the Treasurer is a paid staff member. The Treasurer shall publish monthly a Consolidated Statement of Financial Position (balance sheet) and Statement of Activities Budget Performance (profit & loss) and submit them to the Finance Vice Chair.

Commented [VH1]: This is the only line that needs adjusting, but I'm sure there's another way of stating this.