

Saint Croix Sailing Club



Treasurer's Duties

BYLAW DESCRIPTION:

It shall be the duty of the Treasurer to receive and account for all money due the Club; to keep a correct roll of all members and their boats; to maintain books of account and record all transactions and to disburse, upon the authorization of the officer, such moneys necessary to pay bills and obligations contracted by the Club. All disbursements, other than routine operating expenses, must be approved by a majority of the Board of Directors. Any disbursement of \$500 or more will require the signatures of two (2) members of the Board.

RESPONSIBILITIES:

- Develop a budget (with the board's input) for the upcoming year.
- Maintain our Paypal account.
- Maintain our bank accounts and investments.
- Reimburse board members and club members for expenses on a regular basis.
- Provide monthly budget reports to the board of directors.
- Provide a yearly budget summary to the Annual Meeting of club members in November.
- Work with our accountant to see that all records are kept up to date.
- See that taxes are filed properly each year (with accountant).

TERM OF SERVICE:

One year - but in practice, this is one of the more skilled board positions. Expectation of 2-4+ years would be appreciated if the position is a fit for you.

QUALIFICATIONS:

Financial expertise or budgeting experience is preferred.

Note: This position's primary responsibilities are to ensure that all duties are completed. The applicant doesn't necessarily have to perform all duties themselves, but needs to see that they are done to their standards, and the standards the club requires.

If Interested in applying for this position, contact the Commodore on the Contact Us page on the website: <https://stcroixsailing.com/contact-us/>