

**ROLE TITLE:** Treasurer

**PURPOSE OF ROLE<sup>1</sup>:** The purpose of the Treasurer role is to control all funds intake (including credit cards) and outflow, in coordination with the other officer and director activities as needed.

**RESPONSIBILITIES<sup>2</sup>:**

- Is an officer of Boomers Rock.
- Responsible for bank account integrity.
- Responsible for assuring that every paid member has a badge.
- Responsible for producing all financial reporting requested by the Board.
- Responsible for alerting the Board of any budget concerns.
- Responsible for assuring that merchandising sales are executed in accordance with Board guidance.
- Responsible for providing ticketing capability for all ticketed BR events.
- Responsible for providing credit card functionality (currently WePay).
- Responsible for keeping expenditures within the approved budget.
- Responsible for tax filings and compliance.
- Responsible for attending all board meetings.
- Authorized to sign checks.

**SPECIFIC ACTIVITIES<sup>3</sup>:**

- Reconciles bank statement monthly and report to the Board
- Deposits funds promptly (not to exceed 5 business days)
- Reconciles membership counts with membership fees monthly
- Has checks signed and delivered to payee promptly
- Maintains proper receipt documentation for payment
- Cooperates with annual financial records audit by providing all requested documentation
- Maintains event-specific financial records
- Proposes at least one budget annually; revise budget whenever directed by the Board
- Works with accounting and legal professionals as needed

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<sup>1</sup> Why this role is important to Boomers Rock

<sup>2</sup> No matter how it gets done, what is this role responsible for accomplishing. Start each entry with "Responsible for. . ."

<sup>3</sup> If there are specific tasks that this role must do, enter them here. Start each entry with a verb.