

**ROLE TITLE:** Treasurer

**PURPOSE OF ROLE:** The purpose of the Treasurer role is to control all funds intake and outflow, in coordination with the other officer and director activities as needed.

**RESPONSIBILITIES:**

- Is an officer of Boomers Rock
- Responsible for bank account integrity.
- 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. (Currently using Wild Apricot for this functionality.)
- Responsible for providing debit card and online merchant functionality. (Currently using Affinipay for this functionality.)
- Responsible for Federal and State tax filings and compliance.
- Responsible for attending all board meetings.
- Authorized to sign checks.

**SPECIFIC ACTIVITIES:**

- Reconciles bank statement monthly and reports to the Board. Currently using Quicken for this functionality.
- Deposits funds promptly (not to exceed 5 business days).
- Reconciles membership counts with membership fees monthly, if not automated.
- Has checks signed and delivered to payee promptly.
- Maintains proper voucher and receipt documentation for payment.
- Cooperates with annual financial records audit by providing all requested documentation.
- Creates event-specific financial reporting.
- Proposes at least one budget annually; revises the budget whenever directed by the Board.
- Works with accounting, tax and legal professionals as needed.