

CLUB DEPORTIVO – DUTIES OF THE TREASURER – JOB DESCRIPTION

To oversee the Management and Reporting of the Finances of Club Deportivo – by:

1. Working with the Club Manger to ensure appropriate financial recording, reporting and internal control as defined by Club policies and procedures.
2. Assisting the Club Board in the development and observation of the Club's financial policies and procedures.
3. Being knowledgeable about who has access to Club funds, outstanding bills and/or debts, as well as developing, implementing and/or improving systems to manage cash flows.
4. Working with the Club Manager and Office Manager and Board members to provide financial information relevant to their needs.
5. Developing an annual budget, as well as reporting monthly, comparing actual monthly inflows and outflows to the annual budget.
6. Reporting monthly to the President, Club Board and Membership as follows:
 - Review monthly financial results with President and Club Manger at least 3 days prior to monthly Board meeting
 - Distribute monthly financial results to Board members at least 2 days prior to monthly Board meeting
 - Report the monthly financial results at the monthly Board meeting.
 - Post the monthly financial results on the information board after the Board meeting
7. Preparing and presenting a year-end financial report at the annual meeting in February.
8. Keeping the Board regularly informed of key financial events, trends, and concerns about the Club fiscal health.
9. Attending and participating in Committee meetings as required.
10. Attending and participating in monthly Board meetings.