

OFFICE - TREASURER

The Treasurer is a member of the Board of Directors, elected by the Fall House of Delegates in an odd year for a two year period beginning immediately following the election. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms.

The duties and powers of the Treasurer are defined by the LSC By-Laws: The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

By-Laws

606.7.3 Treasurer: The Treasurer shall be the principal receiving and disbursing officer of NCS. Except as otherwise directed by the Finance Chair and Finance Committee or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of NCS and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Budget and Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.3.12. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Budget and Finance Committee but may not be its chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the month and the preceding month and for the fiscal year to date, together with such other items as the Budget and Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer shall also provide current monthly bank account statements to the General Chair. The Treasurer shall:

- A. have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of NCS;
- B. cause the moneys, securities and other financial instruments of NCS to be deposited in the name and to the credit of NCS in such institutions as shall be designated in accordance with Section 606.10 or to be otherwise invested as the Budget and Finance Committee or the Board of Directors may direct;
- C. cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- D. cause the funds of NCS to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of NCS, and obtain and preserve proper vouchers for all moneys disbursed;
- E. cause to be kept at NCS' permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Budget and Finance Committee or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for NCS and custody and

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fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;

- F. upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of NCS or USA Swimming;
- G. cause NCS to be in compliance with the requirements of Section 608.4;
- H. have the power to require from the officers, committee chair, coordinators, or agents of NCS reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of NCS;
- I. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of NCS and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3;
- J. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof, and in general, perform all the other duties incident to the corporate treasury function.

Committees

- A. Finance
- B. Awards Banquet
- C. Travel Fund

Duties

- A. Actively participate in all NCS Board and relative NCS Committee meetings
- B. Maintain the LSC books
- C. Provide financial statements for all Board of Director Meetings
- D. Select bank and sign checks
- E. Pay outstanding debts
- F. Maintain knowledge concerning
 - a. Who has access to the organization's funds
 - b. Outstanding bills or debts owed
 - c. Developing systems for keeping cash flow manageable
- G. Help in developing the annual budget as well as comparing the actual revenues and expenses incurred against the budget
- H. Oversee collection of swim meet splash fees

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- I. Oversee the development and observation of the organization's financial policies in conjunction with the Finance Vice Chair
- J. Keep the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition
- K. Complete and submit required financial reports in a timely fashion and making these forms available to the board
- L. File all required tax payments in a timely manner