



PSC
P.O. Box 1548
Pottstown, PA 19464
www.pottsgrovesoccer.com

Pottsgrove Soccer Club (PSC)

Treasurer

PSC Volunteer Board Member Description:

Authority and Responsibility:

The PSC Board is the legal authority for the Pottsgrove Soccer Club (the "corporation"). As a member of the Board, one acts in a position of trust for the entire soccer community and is responsible for the effective governance of the organization.

Requirements:

Requirements of Board Membership include:

- Commitment to work for the organization.
- Knowledge and skill in one or more areas of Board Governance: policy, finance, programs, personnel, and advocacy.
- Willingness to serve on committees
- Attendance at monthly Board meetings.
- Attendance at meetings of assigned committees.
- Support of special events.
- Support of and participation in fundraising or marketing events.

General Duties:

The Treasurer is considered an Officer of the Board. An Officer is fully informed on organizational matters and participates in Board deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy. Other Officer positions include: President, Vice-President, Secretary, Registrar, Travel Director, and Intramural Director, these seven (7) positions also make-up the Board's Executive Committee.

The Officer must:

- Perform all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by the By-Laws of the club.
- Vote to elect, appoint and remove, employ and discharge, and except as otherwise provided by the By-Laws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation.
- Supervise all directors, agents, and employees of the corporation to assure their duties are performed properly.
- Meet at such times and places required by the By-Laws.
- Register his/her contact information with the PSC Secretary; notice of meetings by phone, email, or other electronic means to him/her via their contact information shall be valid notice thereof.

PSC Board Member - Position Specific Description:

Term:

The Treasurer is elected by the Executive Board bi-annually, during Executive Committee session of the board. The Treasurer serves for a two year term and may be released at the end of the elected term, by resigning or according to the PSC By-Laws.

Specific Duties:

The Treasurer of the corporation shall:

- Have charge and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, and or other depositories as shall be selected by the Board of Directors.
- Receive and give receipt for monies due and payable to the corporation from any source whatsoever.
- Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for the transaction.
- Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of assets, liabilities, receipts, disbursements, gains and losses.

- Exhibit at all reasonable times the books of account of any or all of his or her transactions as Treasurer and financial records to any director of the corporation, or to his or her agent or attorney, on request thereof.
- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- Prepare and distribute a Finance Summary Report to Officers and Directors at each Board of Directors meeting.
- Serves as an Officer of the Executive Committee.
- Appoints all subcommittees as an Officer of the Executive Committee.
- Perform all duties incident to the office of the Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these By-Laws or which may be assigned to him or her from time to time by the Board of Directors.

Time Commitment:

10 – 20 hours per month