

Southwest Michigan Women's Soccer Association Board Job Description

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| Title: | Treasurer |
| Description: | The treasurer shall keep custody and keep account of all money funds and property of the cooperation; distributes reports to SMWSA board and league members. |
| Length of Commitment: | One year (two seasons). |
| Time Involvement: | Three to five hours per week |
| Responsibilities: | Keeps custody of accounts and property of cooperation. Deposits funds. Keeps bank accounts in name of cooperation. Available to exhibit books and accounts at any given time. Pay out money as business requires. Responsible for reserving the fields. Prepares annual budget to present to board members at beginning of spring season. Gives and end of season financial report to all SMWSA league members. Organization of equipment for SMWSA league: including but not limited to, purchase of new equipment, maintaining current equipment, and end of season inventory. Works with board member to organization of pre-season promotion and publicity for SMSWA league: including but not limited to, posting of signs and flyers at Soccer Zone, promoting league in newspapers. Works with board members to handle all matters including concerns from participants. |

Works with board members to set up divisions and place teams in those divisions.

Responsible for opening and closing of the facility as board directs.