



PACIFIC NORTHWEST ASSOCIATION OF MASTERS SWIMMERS

Board Position Description

Position title	PNA Treasurer
Start date / End date or Term length	Two-year term beginning in April of odd numbered years.
Estimated hours/days required per month	8–15 hours per month
Reports to	PNA President & Board
Direct Reports	none
Role overview and purpose, and how it relates to the organization’s mission	
<p>The Treasurer of PNA is responsible for managing the PNA financial operations. The position works closely with the PNA Registrar, the President, and USMS National Office to regularly manage deposits and fund transfers throughout the year. The Treasurer submits accounting and budgetary reports and updates that serve to inform PNA, its members, and the USMS National Office. These updates include an Annual Financial Report, Budget, and the appropriate City, State, and Federal IRS tax forms by their required deadlines.</p>	
Key responsibilities	
<ul style="list-style-type: none"> • Maintaining the PNA’s bank accounts, including monthly reconciliation • Depositing checks into the bank accounts within two weeks of receipt • Overseeing deposits made by others (such as, registration checks deposited by the registrar) • Reconciliation of deposits, USMS Invoice and Credit Memo to Club Assistant • Issuing and signing checks for all expenses authorized, directly or indirectly, by PNA • Keeping an accurate record of the accounts and providing periodic reports to PNA • Insuring that the financial records are periodically inspected by a third party • Creating/updating a reimbursement form to be included with all expense requests • Compiling an annual proposed budget for PNA • Archiving all financial records of PNA • Filing appropriate state and federal tax returns 	



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Key deliverables
<ul style="list-style-type: none"> • Creating an Annual Financial Report and sending a copy to the USMS National Office no later than April 30 of the following year • Filing appropriate (990-N or 990-EZ or 990) tax forms with the IRS annually within 4.5 months after the end of the calendar year (May 15) • File appropriate State forms, as needed (i.e., tax forms, annual meeting minutes, etc.) in accordance with required deadlines • Issuing an IRS form 1099-Misc to any individual who receives more than \$600 for services rendered by required deadline • Profit & Loss, Balance sheet, Transaction
Recommended skills, experience and attributes
<ul style="list-style-type: none"> • Communication with all Board volunteers, especially the Chair and Registrar. • Commitment to timely financial reporting and deadlines. • Computer • Spreadsheet software • Accounting software, such as Quicken or Quickbooks. (Quickbooks online makes it easier for third party review and to pass financial information to the next Treasurer) • Good math skills • Detail-oriented
Recommended training
<ul style="list-style-type: none"> • Basic accounting; e.g., reconciling the checking account, account coding transactions • Preparing reports • Preparing budgets
Benefits for the volunteer
<ul style="list-style-type: none"> • Managing financial information is a transferrable skill • Satisfaction of being a direct contributor to PNA operations • Becoming acquainted with the many capable and enthusiastic members of the organization
Benefits to USMS
<ul style="list-style-type: none"> • Confidence that PNA finances are managed accurately with integrity and transparency • USMS can assess the organizational stability of PNA



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Other suggested requirements of the role

- Develop a Financial Manual and Procedure document related to PNA to help facilitate training/transition to a new Treasurer or reviewer
- Develop a policy for cash reserves
- Develop a policy for over-budget expenditures
- Succession planning to recruit a capable successor for handling your role and responsibilities