



**Harford County Running Club**

**Treasurer**

**Position Description**

**Job Purpose**

The treasurer will plan, manage, and communicate the fiscal business of the Club.

**Essential Functions**

- Have the care and custody of all monies belonging to the organization and shall be responsible for such monies or securities of the organization.
- Must be one of the officers who shall sign checks or drafts of the organization.
- Render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be affixed to the minutes of the Board of Directors of such meeting.
- Register on an annual frequency and remit all fees due of the organization to the RRCA for the purposes of insurance.
- Exercise all duties incident to the office of Treasurer

**Additional Responsibilities and Notes**

1. Prepare a budget for proposal to the Board of Directors (Sep).
2. Present the annual budget and prior year financial summary at the annual Club meeting (Nov).
3. Register the Club with RRCA; pay insurance and dues (Dec).
4. Gather committee budgets (Jan).
5. Award scholarships (Jun).
6. Prepare tax return; organize all accounts into single annual summary of transactions (Nov).
7. Purchase or reimburse social event expenses.
8. Monthly, balance operational accounts.
9. Participate in bimonthly officer meetings.
10. Quarterly, report account activity and balances for all accounts.
11. Miscellaneous income, debit transactions.