

ARFAX Roles and Responsibilities

Treasurer

Overall Responsibilities

- The ARFAX Executive Board is comprised of the Officers – as an Officer, the Treasurer is a member of the Executive Board
- Attend all Executive Board meetings and Executive Committee meetings
- Perform all financial duties and maintain financial records.
- Work with Website chair on added-fee tournaments
- Monthly tasks
 - Deposit any payments received.
 - Pay bills and reconcile monthly bank statements.
 - Pay golf clubs for certificates as they are redeemed and submitted to treasurer.
 - Track certificates issued and redeemed

Month-By-Month Activities

November

- Attend November Executive Committee Meeting and Annual Meeting and report anticipated year-end financial status, providing written financial report to the attendees.
- Ensure, year-round, timely deposits of all income and payment of all requested invoices or reimbursements.
- Remind all Pro Shops of deadline for redeeming prize certificates.
- Attend Executive Board meetings
- Send delegates a list of members with certificates yet to be redeemed

December

- Attend Executive Board meetings
- Ensure all year-end payments are made to close the year.

January

- Attend Executive Board meetings
- Organize treasury files for audit.
- Ensure the audit is requested for completion by the February Executive Committee meeting.

- Attend January Executive Committee Meetings, report on year-end results and propose new season's anticipated budget. Provide all documents in print to Executive Committee.
- Receive and deposit club dues and sponsor checks for next season.
- Request delegates submit to the treasurer by the February meeting a list of club members joining ARFAX, identify team members, and provide one check for membership and team dues

February

- Attend Executive Board meetings
- Attend February Executive Committee and report current financial status, providing documents in print to Executive Committee.
- Submit final new season budget to the Executive Committee for approval.
- Collect membership and team lists along with check for ARFAX membership and team dues..

March:

- Attend Executive Board meetings
- Attend March Executive Committee Meeting and report current financial status, providing documents in print to Executive Committee.
- Request prize list from Ice Breaker Chair, prepare and print certificates, and sent certificates to the Ice Breaker Chair
- Attend Ice Breaker tournament
- Prepare Cup Certificates and send to Cup Chair

April

- Attend Executive Board meetings
- Prepare Team certificates and send to delegates of clubs hosting the final matches.
- Prepare Certificates for all Cups and send to Cup Chair

May

- Attend Executive Board meetings

June

- Attend Executive Board meetings
- Attend Cup event

July

- Attend Executive Board meetings

- Attend Cup event.

August

- Attend Executive Board meetings
- Check with Cup Chair to see if additional certificates are needed. If so, print and send to Cup Chair
- Attend Cup event.
- Request prize list from the Two-Lady Team Chair, prepare and print certificates. Send Certificates to the Tournament Chair
- Attend Two-Lady Cup

September

- Attend September Executive Committee Meeting and report current financial status, providing documents in print to Executive Committee.
- Attend Executive Board meetings
- Request prize list from the Two-Lady Ryder Cup Chair, prepare and print certificates. Send Certificates to the Tournament Chair.
- Attend Two-Lady Ryder Cup Tournament.

October

- Attend President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.
- Attend Executive Board meetings
- Request prize list from the President's Cup Chair, prepare and print certificates. Send Certificates to the Tournament Chair.