

Executive Board Role Profile

Role	Treasurer
Term	Elected for a one-year term Terms are to run from January 1 to December 31
Responsibilities/ Duties	• Request members to pay their dues • Receive and give receipts for all monies paid to the Club • Authorize expenditures on behalf of the Club • Maintain financial records in accordance with normal accounting procedures • Submit a proposed annual budget to the Executive Board • Present the current financials at each meeting for inclusion and executive board in general meeting minutes • Hold the Club's accounts and prepare required annual reporting to the HOA • Maintain CMPC roster • Coordinate an annual audit
Competencies	Focus: financial oversight and responsibility • Basic financial literacy (budgeting, tracking expenses) • Experience with bookkeeping or accounting (preferred) • Attention to detail and accuracy • Integrity and trustworthiness • Ability to present financial reports clearly • Organizational skills • Familiarity with financial tools or software • Commitment to transparency and accountability
Shared Criteria	• Are Current Club Members • Are passionate about pickleball and growing the community • Have leadership or organizational skills • Can contribute ideas, time and energy to support club growth • Have a positive attitude and work well in a collaborative team environment • Have respect for bylaws and governance