

Treasurer

This role is one of the three (3) Officer positions on the Board and requires a pre-requisite of one (1) year of prior board experience. In addition, prior to consideration for election, or taking office, the Treasurer must undergo a background check for the existence of any financial or fiduciary convictions or charges pending. The Treasurer shall be responsible for the fiscal oversight and management of the League's funds. Responsibilities include but are not limited to:

- Keeping accurate records of all financial transactions of the League.
- Managing all contractual or lease arrangements on behalf of the League.
- The Treasurer is authorized to enter into contractual arrangements or lease arrangements on behalf of the league but may not delegate their authority without the approval and consent of the League President.
- Establish and implement internal financial controls of League funds.
- Developing an operating budget with the input from all Board members to be presented at the first Board meeting in August for Board approval.
- Financial oversight of the Concession Stand activities and partner with the Concession Stand Director in the day to day operations.
- Prepare and present a monthly report to the Board of the current receipts and disbursements, as well as a current Year-to-date assessment of budgeted activities.
- Ensures the League is compliant with all Federal rules and regulations pertaining to the operation of a 501c3 organization.
- Prepares, or has prepared on the League's behalf, all Federal, State, and local tax returns as well as interfacing with any government officials or representatives on the financial records and status of the League.
- Administration, including collection activities, of any payment plans or alternative financial arrangements with the player parents.
- Provides all financial records to the Audit Committee during the first week of August following the end of the fiscal year (7/31) and before resuming duties for the next fiscal year or transitioning the duties to an incoming Treasurer.

This position will be required to be in the rotation for Board Member on Duty. While on Board Duty, each board member on duty must open and close the facility; hang the flags on game days; be available to handle incident reports; respond to inquiries from parents, players, etc. and periodically walk the complex to make sure everything is running smoothly. This position must also comply with the Conflicts of

Interest Policy on file with the IRS and the Virginia State Corporation Commission.

I _____, accept the responsibilities and requirements of the position of Treasurer as outlined above. I understand that in accordance with the rules of Babe Ruth Leagues of Virginia, Inc. that I will have to undergo a limited background check prior to taking office. I also understand that if I am unable to perform these responsibilities and requirements I can be removed from this position by a majority vote by the Board.

Signature

Date