



## Menomonie Area Soccer Association

<b>Job Title:</b>	Treasurer	<b>Job Category:</b>	Volunteer
<b>Association:</b>	Menomonie Area Soccer Association	<b>Governing Authority:</b>	Menomonie Area Soccer Association Board
<b>Remuneration:</b>	One youth registration fee for recreation or competitive travel soccer participation	<b>Location:</b>	Menomonie, WI
<b>Contact:</b>	MASA Board	<b>Appointment:</b>	Elected
<b>Calendar:</b>	June 1 to May 31 Earlier transition with outgoing board member	<b>Election cycle:</b>	Annual Meeting (Spring)
<b>Term:</b>	Two years	<b>Board of Directors</b>	Voting Member Meeting attendance required
<b>MASA website:</b>	<a href="http://www.menomonieareasoccer.org">www.menomonieareasoccer.org</a>		
<b>Notes:</b>	A majority of votes at Annual Meeting is required to elect a person to the Board		
<b>Job Description</b>			
<p><b>Role and Responsibilities (according to constitution under Article 2. Club Officer, Terms and Duties):</b></p> <ul style="list-style-type: none"> <li>• Be in charge of the financial affairs and activities of the Association.</li> <li>• Keep an accurate, informative, timely and verifiable record of all moneys received and disbursed by the Association, all assets owned or controlled by the Association, and all debts owed by the Association.</li> <li>• Maintain checking account(s) in a depository approved by the Board.</li> <li>• Disburse funds for authorized purposes in accordance with authorized procedures.</li> <li>• Prepare and submit annual financial information to the general membership at the AGM.</li> <li>• Provide financial statements acceptable to the board at each regular meeting or as otherwise directed.</li> <li>• Prepare all documents required to allow the Association to maintain its tax exempt status under the Internal Revenue Code and Wisconsin State Laws.</li> <li>• Be a voting member of the Board.</li> </ul> <p><b>Working duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Etc.</li> <li>• Etc.</li> <li>• Etc.</li> </ul>			
<b>Reviewed By:</b>	MASA Board	<b>Date:</b>	12/3/2018
<b>Approved By:</b>	MASA Board	<b>Date:</b>	12/3/2018
<b>Last Updated By:</b>	Jacqueline Bonneville	<b>Date/Time:</b>	12/5/2018



**Menomonie Area Soccer Association**