



# POSITION DESCRIPTION AND DUTIES

---

## TREASURER:

The powers and duties of the treasurer shall be to:

- Provide regular financial reports to the Executive Board
- Develop a budget alongside the positions that require a budget
- Assume key responsibility in the areas of KGGK accounting, budgeting, finance, and such other areas as the Executive Board may assign
- Authority to sign checks
- Responsible for receiving detail financial report(s) from the Sponsorship and Fundraising Coordinator.
- Responsible for filing all applicable tax return information for the league annually or upon designated tax term.
- At expiration of his/her term of office, or in case of his/her removal, pay and deliver to his/her successor in office, all monies, books and property of the association or in the absence of a successor, to the league President.

In the event that this position remains unfilled, the duties of this position shall be executed by the vice president.

*This position is a member of the Executive Committee with full voting member rights.*