

TREASURER JOB DESCRIPTION

Revised 11-20-23

A. REFERENCES

1. By-Laws & SOP's for The Villages Women's 18-Hole Golf Association
2. Budget Committee Job Description
3. Policy on Awards for the Handicap and Championship Tournaments
4. Hole-In-One Procedure

B. GENERAL

1. As a voting member of the Board of Directors, the Treasurer should be familiar with the By-Laws and SOPs as they are a source of authority and the guidelines for conducting Association business.
2. The references cited above are particularly pertinent to this position. The calendar year is from January 1st through December 31st.

C. TRANSITIONAL PERIOD

1. The transitional period is the time from the official announcement of the nominees (November Board meeting) through completion of the financial business of the outgoing Treasurer's year (about February 15th).
2. During this time, the nominee shall be oriented to the Treasurer's duties and procedures by the current Treasurer.
3. The outgoing Treasurer shall be responsible for seeing that the annual information is completed and the reports are given at the February Board meeting.
4. The outgoing Treasurer shall continue through the closing of the books.

D. DUTIES OF THE TREASURER

1. The Treasurer is responsible for all funds excepting the Invitational funds. The Invitational Committee has a treasurer and a separate bank account.
2. During January and February, the outgoing Treasurer shall:
 - a. Present the new budget to the Board for approval.
 - b. Effect changes in the signature cards at the bank. Signatures should include those of the Treasurer, Captain, and Co-Captain. Notify the new Captain to take a letter to the bank stating the changes that need to be made.

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- c. Change the name and address of the Treasurer with the Villages Business Office.
3. During the year the Treasurer shall:
 - a. Keep the ledger and checkbook up to date.
 - b. Monitor the charges made to the 18-Hole Association.
 - c. Resolve any issues regarding false charges to the account.
 - d. Work closely with the Accounting Department to ensure accuracy of both income and charges.
 - e. Complete the monthly/quarterly reports and present them at the Board meetings.
 - f. Serve as a member of the Budget Committee.
 - 1) This involves presenting in the fall a tentative budget to the committee (which usually includes the Captain, Co-Captain, and past Treasurer).
 - 2) After the committee revises the budget, the Treasurer shall notify the Membership Director of the amount to be collected for dues in the following year.
 - 3) The finalized proposed budget shall be presented to the Board for approval in February.
 - 4) The approved budget is posted in the posting room and presented for the membership's information and comments at the first General Meeting.
 - g. Present the financial status at the General Meetings.
 - h. Reconcile the checkbook with the bank statement each month.
4. During the ensuing year, she shall serve on the Budget Committee as the past Treasurer.

E. ADDITIONAL RESPONSIBILITIES

1. Hole-In-One

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- a. The Treasurer provides a written directive to the Pro Shop to bill the 18-Hole Women's Golf Association \$50 for any Hole-In-One made by an 18-hole member.
 - b. The Pro Shop will then issue a Villages gift card of \$50 for her Hole-in-One.
 - c. The Treasurer contacts the Trophy Chair and Publicity Chair providing the necessary information to complete the process.
2. Revise and update this Job Description as needed and forward to the Policies and Procedures Administrator.