

# Soroptimist Leadership Position Descriptions

## Club Treasurer

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### Role Description

The club treasurer is responsible for maintaining and presenting all financial records required for club operations in accordance with the club bylaws and [SIA's Club Treasurer Guidelines](#).

### Roles & Responsibilities

- Support our current Big Goal of Increased Collective Impact as well as our next Big Goal to Invest in the Dreams of Half a Million Women and Girls through Access to Education
- Provide financial management in support of running an effective club
- Receive, record and deposit all funds
- Send notices of financial obligations to club members
- Keep the club in good standing by paying dues and fees on time to the region and federation
- Provide a monthly report to the board of members who have not met financial obligations
- Furnish financial reports as required by the board and the club
- Pay bills for authorized expenditures provided in the club's budget
- Obtain board approval for payment of bills not covered by the budget
- Maintain the club's financial accounts, serve as the primary signatory and ensure there is a second co-signer
- Prepare statement of receipts and disbursements for the fiscal year, and arrange for annual review or audit (Review or audit should be completed by August 15 if the club fiscal year runs July 1 to June 30)
- Prepare an annual budget with income and expenses, along with the club's board of directors/finance committee
- Prepare and file tax reports as required by national, province/state, or local requirements
- Within 30 days, report membership changes to headquarters, including new and reinstated members, transfers, terminations and other information changes
- Maintain the financial history of the club
- Review SIA's online insurance and risk management information for clubs and ensure events and activities have the proper coverage such as certificates of insurances, crime coverage, etc.
- Attend district, region, and federation meetings, conferences, and convention. Encourage other members to attend these events.
- Assist other club officers as needed
- Perform any other duties of the club treasurer as set forth in the club bylaws

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### **Estimated Volunteer Hours Per Month:**

- 4-10 hours

### **General Skills:**

- Soroptimist knowledge and experience
- Strategic thinking/Planning

### **Communication Skills:**

- Listening
- Verbal and written communications

### **Interpersonal Skills:**

- Motivation
- Networking/Relationship building

### **Management Skills:**

- Problem solving
- Time management

### **Technical Skills:**

- Accounting principles
- Accounting software tools (i.e. Quick Books, Excel)
- Writing/Editing/Proofreading
- Budget management
- Using email
- Data Analysis/Reporting
- Financial planning
- Record retention

### **Personal Attributes:**

- Flexibility
- Open to feedback
- Civility
- Emotional Intelligence
- Accountability
- Dependability
- Friendliness
- Inclusiveness