



## **NorCal Chapter of US Lacrosse, Inc. - BOARD JOB DESCRIPTIONS**

### **Treasurer**

- Ideally the treasurer should be, by profession, a CPA. If not, then an individual who has great familiarity with financial and tax matters.
- Familiarity with QuickBooks since it is the software for maintaining the chapter's financial records.
- Prepare financial statements for board meetings, including an income statement and a balance sheet, in a format that accurately reflects the operations of their chapter.
- Prepare the annual budget
- Reconcile the bank or bank accounts of the chapter on a monthly basis.
- Prepare or arrange for the preparation of the tax returns, both federal and, as required, local tax returns on an annual basis.
- Maintain D&O insurance coverage and other requirements as specified by the board.
- Abide by all US Lacrosse and non-profit regulations for book keeping, filing and financial procedures as stated in the US Lacrosse Chapter Operations Manual.