| Churchland Soccer League | Churchland Soccer League  Position Description  **Board of Directors: Treasurer**  ***Revised 2025*** |
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**CSL MISSION**

The primary mission of Churchland Soccer League (CSL) is to provide access to amateur and semi-pro soccer, for youth and adults. CSL shall promote soccer to players and parents, and aid in the education and development of soccer players, coaches, referees, and related volunteers.

**EXPECTATIONS OF THE BOARD AS A WHOLE**

The Board is responsible for:

* determining the mission and purposes of CSL.
* selecting and evaluating the performance of the Board members and staff.
* strategic and organizational planning.
* ensuring strong fiduciary oversight and financial management.
* fundraising and resource development.
* approving and monitoring CSL’s programs and services.
* enhancing CSL’s public image.
* assessing its own performance as the governing body of CSL.

**EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS**

Each individual board member is expected to fulfill three primary legal duties:

1. Duty of Care: pay attention to CSL’s activities and operations.
   1. know the organization’s mission, policies, programs, and needs.
   2. faithfully read and understand the organization’s financial statements.
2. Duty of Loyalty: put the interests of CSL before personal and professional interests.
   1. serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for CSL to advance its mission.
   2. leverage connections, networks, and resources to develop collective action to fully achieve CSL’s mission.
   3. help identify personal connections that can benefit CSL’s fundraising and reputational standing and can influence policy related to the CSL mission.
   4. sign an annual conflict-of-interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
   5. maintain confidentiality about all internal matters of CSL.
3. Duty of Obedience: comply with applicable federal/state/local laws; adhere to CSL bylaws; remain guardians of the mission
   1. prepare for, attend, and conscientiously participate in board meetings.
   2. participate fully in one or more committees.
   3. follow the organization’s bylaws, policies, and board resolutions.

**ROLE OF THE TREASURER**

Responsible for maintaining CSL Treasury. The Club Treasurer is an Executive Officer and reports to the President. The Treasurer shall work with the other Executive Officers in developing budgets, reports, and the handling of all accounts. The Treasurer will file all appropriate State and Federal income reports per applicable laws and IRS regulations. The Treasurer shall cooperate with any persons appointed by the President of the Board to act on these matters, including Accountants and Bookkeepers. The report of all audits and tax paperwork shall be presented at the annual meeting.

**Specific Duties of the Treasurer:**

1. General: The Treasurer shall follow club financial policies and procedures per the CSL Bylaws. Be responsible for the safekeeping of all funds and other financial assets of CSL. Maintain the funds of CSL in one or more bank accounts approved by the Board. Issue payments authorized by the Board. Ensure that each check issued bears the signatures authorized by the Board. At the beginning and end of the Treasurer's term of service, verify IRS documents and EIN information are correct. Have available an up-to-date Financial Summary at the general meeting, containing a Balance Sheet, for review by the Board of Directors should one be requested. Provide periodical Financial Statements or Summaries as requested by the President or the Board. Be responsible for ensuring that detailed accounts of CSL are maintained, bills of CSL are paid, and amounts owed to CSL are collected in a suitable and timely manner.
2. Monthly Standard Operating Procedures:

* Week 1:
* Review remaining balance for participation on SportsConnect program.
* Forward delinquencies to the division Commissioners for follow-up.
* Print and download all financial reports from SportsConnect and review for discrepancies.
* Week 2:
* Review any and all bank statements thoroughly for discrepancies.
* Update the Treasurer’s report for the month.
* Week 3:
* Pay any payments that are due for the month. If set to autopay, review to verify it went through to avoid penalties.
* Week 4:
* Send out the end-of-the-month report to the Executive Officers for review.

1. Meetings: Attend all meetings of the League, as well as annual, special, and general meetings.
2. Financial: The Treasurer has charge of all monies of CSL and shall keep detailed account of income and expenditures thereof, including the collection of all receipts to balance with the budget.
3. Board Duty: Perform board duty, as scheduled, on game days in order to have a Board member present at all times. Board Duty includes:
   1. Helping and/or assisting in concessions.
   2. Being available and visible for questions and answers from parents, players, coaches, facilitators, or any others as related to CSL.
   3. Having knowledge of field usage, schedules, and facilitators during Board Duty time.
   4. Opening and/or Closing of the fields, building, and concessions if Board Duty time is scheduled for said time.
   5. A commitment of 2 hours prior to or after your player’s HOME matches and/or your team’s HOME matches as needed or requested by the Board of Directors and/or President of the Board.
4. Voting: Vote during Board of Directors meetings on any and all pertinent information and necessary items of interest or need for the betterment of the League.
5. Term of Office: The term of service shall be one year, but not more than two (2) years consecutively in the same position.