

Centennial Lacrosse Association Board and Coordinator Job Descriptions

Treasurer

Required to be at all board meetings, pre-tryout meeting, post-tryout meeting, available every day of tryouts, both in person registration sessions and any other scheduled meetings. The treasurer is responsible for the fiscal operation of the lacrosse side of the organization.

This person will work closely with the vice president to:

- Pay bills on time.
- Collect payments on time.
- Assure that amounts collected match amounts expected.
- Deposit money into accounts in a timely manner.
- Report to the vice president any discrepancies between actual and budget in the various categories that could be a cause for concern.
- Provide financial reports to the board on a monthly basis.
- Participate in the annual budget process. Provides input from last years records regarding income, expenses and headcounts.