**TREASURER POSITION**

**Summary of Treasurer's Duties**

* Collect and record regular member contributions;
* Keep an expense journal and file supporting documents;
* Administer the budget, assets and expenses;
* Produce a monthly report of expenses and revenues;
* Manage the bank account and make deposits and withdrawals;
* Help in different committees (jerseys, tournament, party)
* Manage financial relations with members of the Board of Directors;
* Follow up with captains regarding their players' unpaid dues;
* Purchase and distribution of balls to team captains;
* Make a forecast budget at the start of the season.

**Qualities and knowledge required:**

* Good communication;
* Be able to work in a team;
* Basic knowledge of the Internet, use of email, Google, Word and Excel;
* Sense of organization and initiative.