

BRWA Secretary/Treasurer

Standard Operation Procedures

Article V: Duties of Officers

Section 5: Secretary/Treasurer

The Secretary shall keep minutes of all meetings and be responsible for preparing association and board correspondence for the president's signature. The secretary shall maintain all records of the association including but not limited to the general membership roster. The secretary/treasurer shall perform other duties in accordance with direction from the president.

The Treasurer shall collect all revenues of the association and shall deposit all revenues in the banking account of the association. The treasurer shall maintain the accounts of the association and shall report thereon as often as required by the Board of Directors. The treasurer shall also pay all bills of the association as directed by the Board of Directors. All expenditures of the association shall be paid by check, and all checks shall be signed by the treasurer or the president.

Responsibilities

- File Federal Form 990 annually
- Pay bills during off season as well as during the golf season
- Maintaining BRWA Membership Roster
- Verify fees collected for Membership Dues, IGA Dues, League Fees, Green fees for League, Cart Fees for League, Hole In One Insurance fees and any other fees collected during the year.
- Keep track of Sponsorship donations
- Create a Budget for the BRWA Events, including League and Tournaments
- Take Minutes at all BRWA Board Meetings
- Fund Raising
- Keep track of all funds collected and spent, including balancing the check book and other accounting items
- **Job Requirements**
- General knowledge of USGA Rules of Golf
- Computer skills – email, Word, Excel, MS Teams
- Commit to a 3 year term
- Team Player

Approximate time required for the position

- Pre-Season – 10 hours per week collecting money and updating membership roster. Including IGA membership.
- League Season – 2 hours per week updating Play of the Day
- Tournaments – 2 to 4 Hours per tournament depending on the tournament assisting Tournament Director and paying all bills associated with the tournament
- Board Duties – 6 hours per month communicating with board members throughout the week via Teams and attending board meetings including issuing the minutes to each Board member after the meetings are completed.
- Fundraising – 55 hours over the course of the year