

## Treasurer Position Description

### **PURPOSE:**

To direct and ensure the financial stability of CORTA by adhering to established Financial Policies and Procedures; To assist the President and Executive Committee in leading and guiding all areas of CORTA.

### **TERM:**

Two year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

### **QUALIFICATIONS:**

- Community oriented
- Self-motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA
- Knowledge of parliamentary procedure

### **DUTIES:**

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Attend all Executive Committee meetings.
- Act as liaison between assigned committee(s) and the Board of Directors.
- Provide information for inclusion in Meeting Packets.
- Report on Committee activity at meetings.
- Submit articles for publication in CORTA newsletter, when appropriate.
- Perform other responsibilities as assigned by the Board.
- Conduct annual review of position description; suggest appropriate changes to Governance Chair.
- Serve as mentor/resource to elected successor.

### **RESPONSIBILITIES:**

- Serve as Officer in Charge of assigned committees.
- Participate in committee meetings and committee work to help achieve goals by providing thoughtful input into decisions, voicing objective opinions on issues, focusing on the best interests of the association, and work towards fulfilling goals.
- Be a contact person and a representative of CORTA for members.
- Provide CORTA representation with public and private community organizations, other CTAs, USTA Georgia, USTA Southern and USTA National.
- Maintain financial oversight to ensure CORTA maintains its tax-exempt status.
- Oversee preparation of monthly financial statements.
- Ensure documentation is provided to accountant for preparation of annual tax return.
- Review tax return; sign return, if necessary.
- Arrange independent audits, as necessary.
- Responsible for overall understanding of financial position of CORTA, for purposes of advising the Board to affordability of non-budgeted purchases, effect of alternate revenue sources, etc.
- Work with the Finance Committee to evaluate and recommend compensation and benefits.
- Work with Finance Committee to conduct annual review of the Financial Policy and Procedures document, and recommend revisions when appropriate.

*"To promote and develop the growth of tennis"*