



Pueblo Rangers Treasurer

Position Summary:

The Treasurer of the Pueblo Rangers Soccer Club (PRSC) will be a voting member of the Board of Directors and should have a solid reputation as a person of great trust and integrity. The Treasurer is the lead board Director of financial management and should understand how the finances of the Pueblo Rangers Organization, connects with the overall mission of the club.

Length of Term:

2 Years

Reports to:

The Treasurer reports to the Board of Directors and the members

Essential Duties and Responsibilities:

- Understand and promote the Pueblo Ranger's mission
- Be familiar with the Ranger's programs, policies and operations
- Attend board meetings on the first Wednesday of each month, excluding July
- Actively serve on the Planning, Fields and Development Committee
- Make an annual gift "according to your circumstances to the Ranger's organization to achieve 100% board giving" or participate in fundraising activities as an alternative option of contributing to the organization. If needed, meet with potential donors/funders to make a case for funding the organization
- Attend at least 2 community outreach/club events per year
- Strictly adhere to the conflict of interest policy set forth by the PRSC
- Review the agenda and any supporting documents prior to board meetings and actively participate in meetings
- Provide complete oversight of all financial matters of the PRSC
- Work with the bookkeeper to develop a yearly budget and be prepared to report to the board
- Work closely with the bookkeeper to develop a yearly budget, to maintain the bookkeeping system as well as the accounting processes, in order to provide a detailed set of records and expenditures
- Develop a system for ensuring PRSC solvency
- Sign all checks and ensure all taxes are paid by due date
- Publish a monthly and year-end financial report
- Review in detail all monthly reconciliations and present these at the Board meetings
- Work with the rules and bylaws committee to ensure fiscal responsibility of the club to its members