**Team Treasurer**

Requirements:

* Ability to work well with fellow team personnel.
* Strong interest and commitment to team operations.
* Must have a strong background in finances and bookkeeping
* Available to meet time requirements.

Duties:

* Plan financial spending with Team Manager (ie –tournaments, team functions)
* Regular communication and planning with Team Manager, and Tournament Coordinator.
* Maintain team financial records and cash sources & uses.
* Monitors and coordinates with Team Manager whether the team is over/under budget.
* Provide timely payment (within 1 week) of all invoices and bills.
* Keep up to date records of financials.
* Issue receipts to any donors/sponsors.
* Regularly attend tournament meetings, as well as increase presence 2 week prior to, during, and 2 weeks following the team home tournament to allow for financial guidance and provide payments/reimbursements, and collect sponsorship/tournament fees for deposit.
* Prepare year-end summary of money collected and spent and submit to Team Manager.