* Has custody of the books and responsible for the proper accounting and reporting of the Clubs funds, ensuring all expenditures are supported by motions and receipts;
* Prepares yearly budget and monthly reports for board meetings and have the books ready to be signed off by two elected members of the board;
* Responsible for keeping ledger up to date, and brought to each meeting in the event a board member would like to review;
* Responsible for preparing a statement duly audited for submission to the AGM;
* Responsible for having books audited at the end of the perm and preparing the business audit yearly;
* Signing officer along with the President and Registrar;
* Receives all money and deposits into bank within 2 days of receiving (Registration fees, fundraising, apparel, commitment payouts);
* Responsible for reconciling bank statements;
* Responsible for writing cheques and paying bills for facility, licensing ect;
* Have knowledge of basic accounting;
* Must have good communication open with Registrar and Fundraiser;
* Responsible for checking the [treasurer.leduccrush@gmail.com](mailto:treasurer.leduccrush@gmail.com) email and return emails and inquiries in a timely manner;
* Attend all board meetings. Three consecutive absents without valid reason will result in dismissible actions;
* Speak positively about Leduc Lacrosse Club;
* Not speak of sensitive matters outside of the board meeting;
* Take your responsibilities seriously; we are the communication link to the families in our League. If we are not sending emails, making and returning phone calls and getting out pertinent information, our families are left feeling that as a board we are disorganized, not a reputation we want to proceed us.

By signing this document you are agreeing to fulfill these commitments for the duration of the 2026 Season. In addition, please note that if the majority of the board agrees that you are not fulfilling your responsibilities you may be asked to step down.

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Signed Name Printed Name

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Date Treaurer Signature