



# Officer Position Description

## REGION TREASURER

Your **role**, it's like your major responsibility to always focus on:

HANDS ON MANAGEMENT AND REPORTING OF REGION FINANCES WHILE ABIDING BY GWRRA FINANCIAL STANDARDS AND REQUIREMENTS, COACH AND MENTOR DISTRICT TREASURERS TO DO THE SAME.

Here is some of the **specific knowledge** you will need to do this job well. What you don't know, we will teach you:

- 🎯 Be familiar with and use the Officers Handbook and the Officers Connection as resources for information about policies, procedures and requirements
- 🎯 Be aware of GWRRA's other Handbooks; remember your TEAM member is responsible to know all the details of their program, not you
- 🎯 Know you and your Region TEAM's reporting obligations and to whom
- 🎯 How to mentor and coach your District Treasurers to be certain they are abiding by the requirements set forth by GWRRA and IRS (Internal Revenue Service)
- 🎯 Know the MOU (Memorandum of Understanding) and abide by it

There are certain **activities** necessary to ensure the success of your Region. Some are monthly, others during the year. Here they are:

- 🎯 Have FUN! Enthusiasm is contagious!
- 🎯 Engage as an active TEAMMATE with your Region TEAM
- 🎯 Ensure the following happens:
  - Be available to District Treasurers to answer questions and provide guidance
  - Semi-annually meet with your District Treasurers for updates
  - Annual financial reports are completed in a timely manner for the Region
  - Annual IRS reporting is completed on time (USA requirement only)
  - Ensure that District Treasurers are also complying with annual financial report and IRS preparation and completion
  - Monthly balance the Region checkbook
  - Participate in all Region TEAM Meetings
- 🎯 Identify, with Directors assistance, your replacement coach and mentor

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- 🌐 Continuously assess strengths and restraints of the District Treasurers and coach them to improve compliance with GWRRA financial requirements
- 🌐 Keep records of finances and make available to all interested parties when requested
- 🌐 Make certain you are a signatory on the Region bank account
- 🌐 Participate in expenditures decisions
- 🌐 Write check and manage funds for expenses
- 🌐 Maintain receipts for all expenditures
- 🌐 Assist in establishment of prudent, reasonable and fair fiscal policies
- 🌐 Be a good steward of Region funds
- 🌐 Attend Region rally and/or Education Day and participate
- 🌐 Attend District rallies and/or Education Day, as possible and participate
- 🌐 Attend Wing Ding and participate as possible
- 🌐 Lead by example and be a superb communicator who readily shares relevant information and ideas with the TEAM.
- 🌐 Process and archive Officer Appointment paperwork
- 🌐 Install any District Treasurer, or delegate to someone, with patches, pins and certificate
- 🌐 Write and submit articles periodically to publications
- 🌐 Proactively support GWRRA and its programs

What other activities do you think are important: (To be filled in by Officer during their interview process for guidance and to debunk any myths of the job)