CLUB TREASURER

Volunteer Officer Role • West Coast 4x4 Adventures

FINANCIAL OVERSIGHT | BUDGETING | REPORTING | COMPLIANCE

ROLE	Club Treasurer	**STATUS**	Volunteer (Unpaid)
REPORTS TO	Club President / Board of Directors	**TERM**	One year (renewable)
EFFECTIVE DATE	October 2026	**CLASSIFICATION**	Officer — Board of Directors

■ **FIDUCIARY OFFICER: The Club Treasurer is a voting member of the West Coast 4x4 Adventures Board of Directors and holds a position of financial trust on behalf of the entire membership. All funds received, disbursed, and held by the club are the Treasurer's direct responsibility. This role requires the highest standard of accuracy, transparency, and ethical conduct.**

1. POSITION OVERVIEW

The **Club Treasurer** is the financial guardian of West Coast 4x4 Adventures — the officer responsible for ensuring that every dollar collected from members, earned through events, and received from sponsors is properly recorded, responsibly managed, and accurately reported to the Board and membership.

As a voting member of the Board of Directors, the Treasurer participates fully in club governance while serving as the financial conscience of the organization — flagging budget risks, ensuring spending accountability, and maintaining the financial transparency that builds member trust. The ideal candidate brings financial literacy, impeccable attention to detail, and an unwavering commitment to accuracy and ethical stewardship of club funds.

> *"Every great trail run, every safe camp, every sponsored event starts with a healthy balance sheet. The Treasurer makes sure the club can afford the adventure — today and every season ahead."*

2. CORE RESPONSIBILITIES

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Banking & Account Management

- Maintain all club bank accounts, payment processors, and financial instruments in the club's legal name.
- Serve as an authorized signatory on all club accounts alongside the Club President.
- Process all incoming deposits — membership dues, event fees, sponsorship payments, and donations — within 5 business days of receipt.
- Issue payments and reimbursements for approved club expenditures in a timely and documented manner.
- Reconcile all bank and payment processor accounts on a monthly basis.
- Monitor account balances and alert the Board when reserves fall below the club's approved minimum threshold.
- Ensure dual-signature or dual-authorization controls are in place for all disbursements above $500.

Budget Development & Management

- Lead the development of the annual club operating budget in coordination with the President and all department officers.
- Present the proposed annual budget to the Board for review, amendment, and approval at the first meeting of each fiscal year.
- Track all income and expenditures against the approved budget throughout the year and report variances monthly.
- Maintain a rolling 12-month financial forecast updated quarterly to support Board planning decisions.
- Review and approve all expenditure requests against the approved budget before payment is issued.
- Identify cost-saving opportunities and revenue growth strategies in collaboration with the Sponsorship Outreach Coordinator and Event Coordinator.
- Provide financial impact analysis for any proposed new programs, initiatives, or major expenditures.

Financial Recordkeeping

- Maintain a complete, accurate, and organized general ledger of all club financial transactions.
- Categorize and code all transactions in accordance with the club's approved chart of accounts.
- Retain all financial source documents — receipts, invoices, contracts, bank statements — for a minimum of 7 years.
- Maintain a separate tracking register for all event-specific income and expenses to support post-event budget reconciliation.
- Record all in-kind donations and sponsorship values at fair market value in the financial records.
- Ensure financial records are stored securely, backed up, and accessible to the President and auditing officers.

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Reporting & Transparency

- Prepare and present a monthly Treasurer's Report to the Board covering income, expenses, account balances, and budget status.
- Deliver a comprehensive Annual Financial Report to the full membership at the annual general meeting.
- Produce event-specific financial summaries for all major events within 14 days of event conclusion.
- Prepare quarterly financial statements including income statement, balance sheet, and cash flow summary.
- Respond promptly and fully to any financial inquiry from a Board member or authorized officer.
- Maintain a public-facing financial summary for member review upon request, excluding sensitive banking details.

Compliance & Governance

- Ensure the club meets all applicable state and federal financial filing requirements for its organizational status.
- Coordinate with legal or accounting professionals as needed for tax filings, audits, or regulatory compliance.
- Maintain the club's EIN (Employer Identification Number) and all relevant tax-exempt or organizational documentation.
- Oversee the annual financial review or audit process in coordination with the Board.
- Ensure all sponsorship income is properly categorized and reported in accordance with IRS guidelines for nonprofit or club organizations.
- Advise the Board on financial policies, internal controls, and governance best practices.
- Conduct the end-of-term financial handover to the incoming Treasurer including a complete reconciled account review.

Event & Program Financial Management

- Establish and manage individual event budgets in coordination with the Event Coordinator and Base Camp Coordinator.
- Collect and process all event registration fees, merchandise sales, and on-site revenue promptly.
- Issue reimbursements to event volunteers for pre-approved expenses within 14 days of receipt of receipts.
- Track sponsorship payments against contracted amounts and notify the Sponsorship Coordinator of outstanding balances.
- Reconcile and close each event's financial record within 30 days of event conclusion.
- Maintain a reserve fund policy approved by the Board to ensure the club can weather event cancellations or unexpected costs.

3. FINANCIAL CONTROLS & AUTHORIZATION POLICY

West Coast 4x4 Adventures operates under the following financial control policy, approved by the Board of Directors. The Treasurer is responsible for enforcing these controls consistently:

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Up to $100	Department officer (verbal or email approval)	Receipt required; logged in ledger within 7 days
$101 – $300	Treasurer approval	Written request + receipt; Treasurer signature on disbursement
$301 – $750	Treasurer + President approval	Written request, receipt, and dual authorization on file
$751 – $2,000	Board majority vote	Board motion recorded in minutes; dual signatures on payment
Above $2,000	Board supermajority vote (2/3)	Board resolution; dual signatures; posted in financial report
Emergency expenditures	President + Treasurer joint authorization	Emergency documented; Board ratification at next meeting required

4. ANNUAL FINANCIAL REPORTING CALENDAR

The Treasurer is responsible for the following recurring financial deliverables throughout the club's fiscal year (January 1 – December 31):

January	Annual budget proposal presented to Board for approval	First Board meeting of year
Monthly	Treasurer's Report: income, expenses, balances, budget status	Each Board meeting
Quarterly	Quarterly financial statements (P&L, Balance Sheet, Cash Flow)	15th of month following quarter end
Per event	Event financial summary and budget reconciliation	Within 14 days of event close
October	Mid-year financial review and forecast update	October Board meeting
December	Year-end budget review and next-year planning submission	December Board meeting
January	Annual Financial Report to full membership	Annual General Meeting
As required	Tax filings, state reports, regulatory compliance submissions	Per applicable deadlines

5. REQUIRED SKILLS & QUALIFICATIONS

- Active membership in West Coast 4x4 Adventures in good standing for a minimum of 6 months.
- Demonstrated proficiency in bookkeeping, accounting, or financial management — personal, organizational, or professional.
- Strong numerical accuracy and analytical skills with a zero-tolerance approach to financial errors.

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- Proficiency with spreadsheet software (Google Sheets or Microsoft Excel) for ledger maintenance, budget tracking, and reporting.
- Ability to produce clear, accurate financial reports and present them confidently to the Board and membership.
- Understanding of basic accounting principles: double-entry bookkeeping, income vs. expense categorization, and reconciliation.
- High degree of personal integrity and discretion — the Treasurer handles sensitive financial information at all times.
- Organizational skills to maintain complete financial records and meet all reporting deadlines consistently.
- Willingness to attend all Board meetings and respond promptly to financial inquiries from officers.
- Familiarity with online banking, payment processing platforms (PayPal, Venmo, Square, or similar), and digital receipts.

6. PREFERRED QUALIFICATIONS

- Formal education or professional experience in accounting, finance, bookkeeping, or business administration.
- Prior experience as a treasurer, comptroller, or financial officer for a club, nonprofit, HOA, or small organization.
- Familiarity with nonprofit financial management principles and IRS regulations for membership organizations.
- Experience with dedicated accounting software such as QuickBooks, Wave, or FreshBooks.
- Knowledge of Arizona or California state requirements for club financial reporting and registration.
- Experience conducting or participating in organizational audits or financial reviews.
- Understanding of grant accounting and in-kind donation valuation practices.
- Certified Bookkeeper (CB) designation, CPA credential, or equivalent professional qualification.

7. TIME COMMITMENT

Board Meeting Attendance	2–3 hours	Monthly
Monthly Ledger Reconciliation	2–4 hours	Monthly
Treasurer's Report Preparation	1–2 hours	Monthly
Deposit & Payment Processing	1–3 hours	Weekly
Expenditure Review & Approvals	1–2 hours	Weekly
Event Financial Tracking	2–4 hours	Per event

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Quarterly Financial Statements	3–5 hours	Quarterly
Annual Budget Development	6–10 hours	Annually (January)
Annual Financial Report	4–6 hours	Annually
Tax & Compliance Filings	2–6 hours	Annually (varies)
End-of-Term Handover	4–8 hours	At end of term

Total estimated commitment: **10–20 hours per month**, with peaks during budget season (January), annual reporting (January–February), tax season (March–April), and end-of-term handover.

8. AUTHORITY & GOVERNANCE ROLE

Voting Board Member: Holds a full vote on all Board motions and resolutions, equal to all other officer positions.

Financial Signatory Authority: Authorized co-signatory on all club bank accounts. All payments above $500 require dual authorization with the President.

Expenditure Approval Authority: Authorized to approve individual expenditures up to $300 against the approved budget without additional Board approval. Amounts above this threshold follow the authorization policy in Section 3.

Budget Veto (Advisory): May formally flag any proposed expenditure or program as financially unsound to the Board. The Board may override by majority vote, but the Treasurer's objection must be recorded in minutes.

Account Access Control: Solely responsible for maintaining current authorized signatory lists and access credentials for all club financial accounts. No other officer may access club funds without Treasurer authorization.

Audit Cooperation: Required to fully cooperate with any Board-authorized financial review, audit, or inquiry — providing complete access to all records, accounts, and documentation upon request.

9. WHAT THIS ROLE BRINGS TO THE CLUB

■ **FINANCIAL SECURITY**	Sound management ensures the club always has the funds to run events, maintain gear, and co
■ **ACCOUNTABILITY**	Accurate reporting holds every officer and program to budget — keeping spending disciplined an
■ **SPONSOR CONFIDENCE**	Clean financial records and professional reporting signal credibility to current and prospective sp
■ **GROWTH CAPACITY**	A well-managed treasury creates the reserves and financial clarity needed to scale events and m
■■ **LEGAL PROTECTION**	Proper recordkeeping, tax filings, and compliance protect the club and its officers from financial l

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MEMBER TRUST	When members know their dues are managed transparently, engagement, retention, and confide

10. HOW TO APPLY

The Club Treasurer is a Board officer position filled by member election at the annual general meeting, or by Board appointment in the event of a mid-term vacancy. All active members in good standing are eligible to stand for election or be appointed.

Step 1 — Express Your Interest
Contact the Club Secretary or President at secretary@westcoast4x4adventures.com with the subject line "Treasurer Candidacy – [Your Name]."

Step 2 — Submit a Candidate Statement
In 250–400 words, describe your relevant financial experience, your approach to nonprofit or club financial management, and one improvement you would make to the club's financial systems.

Step 3 — Candidate Interview
Shortlisted candidates will meet informally with the President and one Board member (30–45 minutes) to discuss qualifications, financial philosophy, and availability.

Step 4 — Election or Appointment
At the annual general meeting, members vote by ballot for all officer positions. In the case of a mid-term vacancy, the Board may appoint a Treasurer by majority vote, effective immediately. The incoming Treasurer begins a 30-day handover period with the outgoing officer.

Election / Application Deadline: Nominations accepted until the close of the annual general meeting agenda. Mid-term vacancies are filled on a rolling basis.
Questions? Contact the Club President or Secretary at your next Board meeting or via president@westcoast4x4adventures.com

This position description is approved by the West Coast 4x4 Adventures Board of Directors and is subject to annual review. West Coast 4x4 Adventures is an equal opportunity volunteer organization and encourages applications from all members regardless of background.

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