



## Regional Treasurer

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### Purpose

The AYSO volunteer position of Regional Treasurer is intended to keep and safeguard all of the monies of the Region and to have in their possession all of the Region's cash investments, contracts, leases and any other valuable documents. The Regional Treasurer shall deposit all funds and securities in the name and to the credit of the Region in an authorized bank or depository.

### Specific Duties and Responsibilities

The Regional Treasurer is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of their duties in both specifics and spirit;
2. Comply with the AYSO National Accounting Program (NAP) and AYSO Treasurer's Manual plus record all Regional monies received and paid;
3. Ensure the collection of registration fees for all players and payment of the national portion of the registration fees within 30 days of registering each player in eAYSO;
4. Provide financial reports as requested for the Regional Commissioner or the AYSO National Office including annual budget and monthly deposit reports;
5. Notify immediately the Area Director, Section Director, and the AYSO National Office of any procedural violations or fiscal irregularities;
6. Review and ensure the accuracy of the Region's monthly financial statement prepared by the AYSO National Office and report errors immediately;
7. Publish the Region's annual financial report to the Regional membership before the Region's last scheduled game of the season; and
8. Attend all board meetings and registration events.

### Qualifications and Desired Skills

To be considered for the position of Regional Treasurer, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Treasurer by the Region;
4. Have unswerving integrity; and

5. Be knowledgeable and proficient in finance and accounting.

#### **Supervision Protocols**

While performing as the Regional Treasurer, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

#### **Time Commitment**

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Treasurer will devote about 3 hours per week per playing season.

#### **Orientation, Training, Certification, and Continued Education Provided**

To fully prepare for the position, the Regional Treasurer is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven – 2 hours.
3. Treasurer workshop – 2 ½ and hours;
4. eAYSO Training – 1 ¼ hours;
5. Regional Board Member Orientation – 3 hours;

#### **Activity Locations**

While performing the duties of Regional Treasurer, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.