

USBCHA Treasurer Roles and Responsibilities

According to Article V of the USBCHA Bylaws the Treasurer will

- Be the custodian of all funds of the Association and shall deposit the funds as directed by the President and the Board
- Keep accurate financial records including an accounting of the Association's income, expenses and investments.
- Produce reports of receipts and disbursements as requested by the Board or President.
- Per the USBCHA Bylaws, this will be a one year appointment to complete the term of the outgoing Treasurer. The successful candidate may be reappointed to a subsequent two year term subject to a satisfactory review at the end of one year.

In addition, the Treasurer will be expected to:

- Pay bills associated with the running of the Association including those associated with the National Sheepdog and Cattledog Finals.
- Work with the organizing committees for the Sheepdog and Cattledog Finals to produce budgets, audit financials, and disburse funds.
- Work with the Secretary to manage and track membership and sanctioning fees.
- Chair the Finance committee.
- Advise the President and the Board on financial controls.
- Issue 1099 forms where applicable.
- Prepare and submit annual federal income tax submissions.
- Attend USBCHA Board of Directors' meetings.
- Attend National Sheepdog Finals.

Qualifications

- A general knowledge of accounting procedures, bookkeeping methods.
- A working knowledge of Quickbooks accounting software.
- Experience of or knowledge of nonprofit accounting and tax rules.

It is expected that the position of Treasurer will require 4-5 hours per week during most of the year increasing to 8-10 hours per week during September/October. A stipend of \$8000/yr will be provided to the Treasurer.