



USADB Treasurer

Position Description

FROM THE EXECUTIVE BOARD MANUAL

§ 1.02: Duties of the Executive Board

1. Transact the business and administer the affairs of USADB in accordance with USADB Constitution, Bylaws and Rules and Regulations;
2. Executive Board members to represent and oversee National tournament;
3. Report its proceedings at the Team Representatives Council;
4. Appoint ad-hoc committees for matters, as it deems necessary, and appoint a chairperson of the ad-hoc committees who shall report on committee activities to the Commissioner;
5. A chairperson of the ad-hoc committees who shall report on committee activities

§ 1.05: Treasurer

The Treasurer shall have the following duties:

1. Be responsible for all matters pertaining to budgets and funds of the USADB and all of its committees;
2. Oversee the expenditure of all grants available to the USADB and its committees in cooperation with the Executive Board;
3. Monitor all fund-raising activities;
4. Prepare an annual fiscal plan for the USADB;
5. Coordinate with the national tournament committee's bookkeeper on tournament- related finances;
6. Submit annual audited financial reports.
7. Require to complete USADB's annual financial statement reports and these subject reports shall be provided to the Executive Board.
8. Serve as Chair of the Fiscal Committee.