

Position Summary

The treasurer plays an integral role in the internal operations of Mid Atlantic Climbers. This person keeps abreast of our financial situation, both at a macro and micro level. He/she must be willing to coordinate with various event organizers, be they stewardship or outreach, to track any financial needs as well as incoming funds. The Treasurer works with the President and Vice President to effectively plan for growth of the organization and future needs.

Roles and Responsibilities

- Maintain a record of the organization's financial transactions for all accounts, substantiated by digital record.
- Responsible for coordinating and ensuring the financial oversight and health of the organization.
- Present to the board a summary of the club's money flow every six months; January and July.
- File annual records with both the state of Maryland and the IRS to maintain our status as a 501c3 non-profit.
- Work with the sponsorship manager toward soliciting support from outside organizations in the form of monetary or in-kind donations.

Time Commitment

- Two year commitment to the position.
- A consistent commitment of 4 to 6 hours per month is expected. This commitment likely fluctuates at the beginning of the year during initial sponsorship soliciting.
- Attendance at monthly board meetings; 1.5 to 2 hours a month.