

**SWOA Secretary / Treasurer**

The role will involve the following:

1. Keep minutes as requested by President at Board of Directors meetings. Minutes to be provided to webmaster for addition to the SWOA webpage (for membership viewing only). Recorded minutes to be read and approved at each successive meeting by the board.
2. Keep track of attendance at Board of Directors meetings.
3. Shall provide a detailed finance report 3x per year. Once each at the board of directors business meeting and also once at the annual meeting of the board of directors.
4. Secretary Treasurer to work with the President in developing a budget for each fiscal year, the budget to be accepted by the board each spring meeting for the upcoming fiscal year.
5. Shall accurately record all expenses and incomes incurred by the membership.
6. Will provide necessary funds to each sport VP for use in clinics and sport meetings according to the budget.
7. Shall work with Webmaster to provide necessary information for inclusion on the website (meeting minutes, paid memberships, etc).
8. The Secretary Treasurer shall be responsible to maintain that all required services required by the association are paid annually as approved by the board, including but not limited to insurance, NASO-ON membership and web page fees.
9. The secretary treasurer shall be the official contact for the SWOA and all mail shall be directed to the Secretary Treasurer whom will then forward it to any relevant executive board member or sport VP as required.

Approved: June 2009