***E.S.P.L. JOB DESCRIPTION***

***TREASURER***

***2011***

The Treasurer will be responsible for receiving revenue and the paying of all legitimate expenses of the E.S.P.L.

***Job Description***

**1:** Maintains a bank account.

**2:** Arranges for bank account cosigners.

**3:** Collects all revenues from league committee chairs.

**4:** Prepare and forward receipt for all revenues collected.

**5:** Receive invoices for all legitimate expenses and pay same.

**6:** Prepare Treasurers report for Executive meetings.

**7:** Distribute Treasurers report to all executive.

**8:** Prepare annual report of revenues and expenses for the approval of the executive.

**9:** Arranges for annual audit.