



Job Description: Finance Advisor

Board of Directors:

President: Marsy Chisholm
Vice President: Robert Soileau
Chief Financial Officer: Donna Chisholm
Director: Mike Parisciani
Director: Kevin Heard
Director: Chad Johnson
Secretary: Stephanie Evans

Adult Advisors:

	<u>Voting Member</u>	<u>Non-Voting Member (backup)</u>
Captains Committee:		Stephanie Evans (Voting Member)
Finance Assistant:	Cassie Ferguson	Donna Chisholm (Voting Member)
Fundraising Committee:	Haileigh Ferguson	
Points Advisor:	Amanda Lassabe	
Public Relations/Social Media:	Katie Brown	
Rules and Safety Advisor:	Robert Soileau	Chad Johnson (Voting Member)
Sponsorship Committee:		
Tournament and Event Coordinator:		
Tournament Committee:	Nolan Michel	
Webmaster:		Stephanie Evans (Voting Member)
Weigh-In Master:	Braxton Chisholm	

General Description:

The Adult Finance Advisor plays a pivotal role in managing the financial aspects of the club, ensuring transparency, accuracy, and adherence to financial guidelines. This position involves record-keeping, coordination with finance-related committees, and handling accounts payables and receivables for various club activities.

Volunteer Responsibilities:

- Maintain meticulous records of all incoming and outgoing monies for the club, including transactions, expenses, and income sources.
- Prepare regular financial reports and summaries to provide a clear overview of the club's financial status to club leadership and relevant committees.
- Manage accounts payables by processing payments for club expenses, including but not limited to memberships, fundraisers, tournament fees, banquets, advertisements, grants, and scholarships.
- Oversee accounts receivables, ensuring prompt collection of dues, fees, and other club-related income.
- Assist in the development, monitoring, and management of the club's budget, including forecasting and financial planning.



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- Handle membership dues, renewals, and related financial matters, ensuring accurate records and timely communication with club members.
- Track and manage funds generated through fundraisers and grants, ensuring that they are used in accordance with their intended purposes and that reporting requirements are met.
- Administer scholarship funds, including the application process, disbursement, and tracking of scholarship recipients' financial awards.

Timeline:

- August
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- September
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- October
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- November
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- December
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- January
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- February
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- March
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- April
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- May
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- June
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- July
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Experiences:

- Strong financial acumen and knowledge of financial management principles.
- Previous experience in financial record-keeping, accounting, or financial management.
- Proficiency in using financial software and tools.
- Excellent communication and interpersonal skills.



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- Attention to detail and accuracy in financial reporting.
- Ability to work collaboratively within a team and with club members and leadership.
- Familiarity with the club's financial policies and procedures (training may be provided).