

****Responsibilities of CVDA office of Treasurer in addition to our Bylaws**

1. Responsible for using QuickBooks program for recording all financial transactions of the League. Within this system maintain current balances for the three active funds in this account-Dart Classic fund, Sanctioning fund and General fund. Participate in an audit committee meeting at the end of each season.
2. Responsible for selling raffle tickets, helping with 50/50 and actively seek sponsors for the Dart Classic.
3. Responsible for running registration desk at the annual Dart Classic Tournament- to include setting up banks for raffles, mystery wheel, etc., keep a running list of payouts +/- for each event, paying bills incurred over the weekend and provide an accounting of monies for the tournament.
4. Responsible for removing money; in conjunction with President, from the Sanctioning fund and setting payouts for the Tournament of Champions as decided by majority vote of the board.
5. Responsible for taking sponsor fees and rosters at each (3) finals during the year and provide an accounting of all monies received.
6. Complete tasks assigned by President as appropriate to the smooth running of the league.

7. Attend all board meetings, disciplinary action meetings, sponsor meetings, division set-up meetings, captain's meetings, and general membership meetings.

** These responsibilities are subject to change or may increase based on current needs of the league.

August 24, 2009