

To be included in Rules and Regulations

FINANCE VICE CHAIR:

1. The Finance Vice Chair is the chief financial officer of Pacific Swimming. The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Pacific Swimming working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for Pacific Swimming. The Finance Vice Chair shall prepare an annual budget for the LSC operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit or review required pursuant to Bylaws Article 7.4.2. and shall prepare the annual and quad budgets. The Finance Vice Chair is responsible for the adequacy of the Pacific Swimming system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for Pacific Swimming compliance with Bylaw Article 7.4.2 and Bylaw Article 8. The Finance Vice Chair shall issue regular reports listing the current budget variances by line item, all expenditures and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct. The Finance Vice Chair shall serve as the Chair of the Finance and Budget Committees and may serve as the Chair of the Investment. The Finance Vice Chair shall have signature authority on the Pacific Swimming Bank and Investment Accounts.

To be included in Policies and Procedures

The Finance Vice Chair shall:

- have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of Pacific Swimming;
- cause the moneys, securities and other financial instruments of Pacific Swimming to be deposited in the name and to the credit of Pacific Swimming in such institutions as shall be designated in accordance with Bylaw Article 6.12 or to be otherwise invested as the Board of Directors may direct;
- cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- authorize the treasurer to disburse the funds of Pacific Swimming by checks or drafts, automated debits or wire transfers upon the authorized depositories of Pacific Swimming, and obtain and preserve proper vouchers for all moneys disbursed.
- cause to be kept in the safe keeping of the Treasurer or person authorized in writing by the Treasurer, correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Finance Vice Chair shall determine;
- upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the

quarterly financial reports and the annual audited financial statement to be exhibited to any member of Pacific Swimming or USA Swimming;

- cause Pacific Swimming to be in compliance with the requirements of Bylaw Article 7.4.2;
- have the authority to require from the officers, committee chairs, coordinators, staff or agents of Pacific Swimming reports or statements giving such information as the Finance Vice Chair may determine to be appropriate or helpful with respect to any and all financial transactions of Pacific Swimming;
- make the books and records available and otherwise fully cooperate with those conducting the annual audit or review of Pacific Swimming accounts and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit or review reports and any federal tax return to the Administrative Vice Chair for posting to the Pacific Swimming website. Additionally, submit these same documents electronically to USA Swimming's national headquarters in accordance with Bylaw Article 8;
- in general, perform all the other duties incident to the corporate treasury.

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Not a new BOD position- Job content change due to addition of Finance Vice Chair to BOD.

TREASURER: The Treasurer is the principal receiving and disbursing officer of Pacific Swimming. Except as otherwise directed by Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of Pacific Swimming and pay all bills, salaries, expenses and other disbursements approved by the Board of Directors. The Treasurer shall have signature authority on the Pacific Swimming Bank and Investment Accounts. The Treasurer shall publish a monthly statement of Financial Position and Statement of Activities Budget Performance and submit them to the Finance Vice Chair. The Treasurer is a non-voting member of the Board of Directors.