



## BOARD OF DIRECTORS POSITION DESCRIPTION

### Treasurer

#### **About the Role**

Powerlifting America Treasurer is responsible for the overseeing of the financial assets of the federation, to supervise the bookkeeping, to ensure proper books of accounts, supervise the preparation of the annual budget, and provide all financial access and reports to the accountant for review and tax preparation.

The Treasurer also supports the organization's governance, ensures effective communication with members and international federations, and advances Powerlifting America's mission in collaboration with the President, Executive Director, and other board members.

#### **Key Responsibilities**

- Oversee financial strategy, policy, reporting and controls in conjunction with the Executive Director, who manages them operationally, and provides related advice and guidance.
- Provide ongoing advice and information to the Board in the areas of governance and financial responsibility.
- Review all deposits into the accounts of Powerlifting America.
- Sign all checks, notes, and drafts provided by Powerlifting America By-Laws.
- Pay all bills approved by the Board within the authorized current budget of Powerlifting America.
- When requested, provide to the Auditors, all accounts, books, papers, vouchers and records pertaining to Powerlifting America.
- Present an audited financial report to the annual General Assembly.
- Responsible for collecting all fees, penalties etc. due to Powerlifting America
- Responsible for issuing invoices and collecting any penalties.
- Serve as a voting member of the Executive Committee and Board of Directors, contributing to strategic planning and policy development to advance Powerlifting America's mission.
- Collaborate with the Executive Director, President, Vice President, and Secretary General to ensure alignment with organizational goals and USOPC governance standards.

- Assist with membership communications, including athlete and federation inquiries, ensuring timely and accurate responses.
- Ensure compliance with International Powerlifting Federation (IPF) and USOPC technical standards.
- Ensure adherence to legal, regulatory, and organizational governance standards, including Powerlifting America bylaws, USOPC bylaws, the Ted Stevens Olympic and Amateur Sports Act, and SafeSport policies.
- Communicate with the Executive Committee, Executive Director, sponsors, the International Powerlifting Federation (IPF), and others on behalf of the President or Executive Director regarding program initiatives.

### **Time Commitment Required**

- Weekly Executive Committee meetings
- 12 board meetings/year (2-3 hours in duration, virtual or in-person). Must strive to attend all Board meetings.
- Regular executive committee and staff calls (60-90 minutes in duration)
- Annual Powerlifting America General Assembly attendance
- Powerlifting America National events. Strive to attend all National events per year (5+ per year, 2-5 days in duration)
- Support strategies and attend events associated with IPF & Olympic inclusion (as assigned, 3-4 days in duration).
- 5-10 hours/week additional for other tasks, including communications with board/staff, data entry, reconciliation, budget analysis, reports

### **Required Qualifications**

- Strong understanding of financial reports and budget analysis.
- Ability to prepare an annual budget.
- Strong understanding and skill utilizing QuickBooks accounting systems.
- Education and experience in economics, accounting, finance, or business administration.
- Powerlifting America Member in good standing for three years.
- Minimum of 5 years participation in a competitive powerlifting environment.
- Experience with nonprofit leadership, governance and structure.
- Broad understanding of both the National Powerlifting landscape and the international Powerlifting Federation.
- Availability and willingness to travel internationally on behalf of the organization.
- Must not be a member of another powerlifting federation.
- 18 years old and a U.S. Citizen.
- Holds a Current U.S. Passport.
- Must not be a member of another powerlifting federation.
- Completion of USOPC SafeSport training within 30 days of appointment.

## **Ethics Requirements**

- Must not be a spouse, parent, child, or sibling of another Executive Committee member or Board member.
- Cannot receive compensation from Powerlifting America
- No self-dealing – for example cannot deny a meet sanction to another person in favor of self.

## **Term**

The Treasurer shall serve a four-year term and may serve no more than three elected terms, with a maximum of twelve (12) years.

## **Compensation**

This is a volunteer role with approved travel and expenses reimbursed.

## **Selection and Application Process**

The Treasurer is elected by the general membership, with input from athlete representatives to ensure compliance with USOPC requirements for athlete involvement in governance.

***Interested candidates should submit a resume and a letter of interest outlining their commitment to Powerlifting America's mission and demonstrating how their experience meets the required qualifications using the following JotForm:***

## **About Powerlifting America**

Powerlifting America is a non-profit, tax-exempt organization under section 501(c)(3) of the United States Internal Revenue Code. We are dedicated to promoting and supporting amateur, drug-tested powerlifting in the United States. Our mission is to empower U.S. athletes to excel in local, national, and international competitions while fostering a diverse and inclusive powerlifting community through support, promotion, and education.

## **Legal Duties of Board Members**

As a member of the Board of Directors, the Vice President is subject to three primary legal duties:

- Duty of Care: Ensure prudent use of all assets, including facilities, people, and goodwill, to take care of Powerlifting America.
- Duty of Loyalty: Ensure that activities and transactions advance the organization's mission, recognize and disclose conflicts of interest, and make decisions in the best interest of Powerlifting America, not individual board members or for-profit entities.
- Duty of Obedience: Ensure compliance with applicable laws and regulations, including USOPC bylaws and the Ted Stevens Olympic and Amateur Sports Act, adherence to bylaws, and alignment with Powerlifting America's stated corporate purposes and mission.

Powerlifting America is committed to ensuring that all persons associated with its activities do not face discrimination. The organization believes that a diverse board composition and an inclusive, welcoming culture, including at least 20% athlete representation in governance, will best position it to achieve its strategic goals and meet USOPC standards.