

Position – Bulldog Program Treasurer

Position Summary

As the Treasurer for the Bulldogs program, you will ensure controls, process and oversight of all financial transactions that are done from the Booster Account. You will create, manage, report and highlight risks for the annual booster budget, this includes a monthly treasurer report presented to the Board and reviewed at the Committee meeting.

You will also work the Recreation Department Booster Treasurer in making sure that Program Books and Rec Booster Books are aligned. You will also be involved in program modeling for suggested changes in program registration costs, equipment maintenance and replacement modeling and program purchasing outside of the Recreation Department purchases.

Work with the following Committees to make sure there is controls and reporting for and not limited to:

- Snack Shack
- Sponsorship
- Fund Raising Events
- Yearbook

Organize the list of Capital Projects for the program based on the collection of needs and suggestions from Board, Committee, Coaches and parents. Creating a backlog of potential projects with estimated cost. The Board will prioritize capital projects for the year based on available funds and need(s) of the program.

You will organize a quarterly review of the Booster Books, Controls of income collections and provide feedback on the quarterly audit of the Football book against the transactional file provided by the Rec Booster Treasurer. This review is done with the Bulldog Audit Sub committee for checks and balances.

Required Qualifications

- Willingness to volunteer
- Understanding of controls, process and reporting of finances
- Able to take Ideas into actions
- Willingness to work with people in the program and hold them accountable for finance related actions.
- Work with the Board and be the voice of financial balance and risk
- Audit and Review working with the Program Audit Sub Committee
- Wanting to learn about the nuances and balance between League, Recreation Department and Program and creating communication that brings these often-differing goals together in support of the 300 plus players and their families

Program Overview

The Randolph Bulldogs football are committed to providing our players with a positive experience in an environment that will teach life's lessons, to develop and understand discipline, teamwork, sportsmanship, competition, and working with others, and to give one's best effort at all times, while having fun in the process.

Our program is run entirely by volunteers working under oversight of the Randolph Recreation Department, Football Program Director (Volunteer), Program Board (Volunteers), Program Committee (Volunteers), Coaches (Volunteers) and General Managers (Volunteers).

The Bulldogs are beholden to Morris County Youth Football League rules and Randolph Recreation department rules and policies.

Our Motto is – Family – Pride – Tradition.

Our Goal is to put Cleats on the Field and create a positive experience for every player.

Position Compensation

Volunteer – with a willingness to help support, improve and create excitement for the Bulldog program.

You will be rewarded with questions, concerns, and overall satisfaction of knowing you are helping kids get out and play. Cleats on the Field!

Time Estimate:

In Season (July – November)– 5 – 7 hours a week

Out of Season (December – June) – 10 hours a month