



# POSITION DESCRIPTION

## TO APPLY

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PHONE  
506-476-9855

WEBSITE  
[www.pickleballnb.com](http://www.pickleballnb.com)

E-MAIL :  
[Pbnb.membership@outlook.com](mailto:Pbnb.membership@outlook.com)

**Treasurer**  
**Pickleball NB**  
**Duration: 2-year mandate**

## Position overview:

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The Treasurer will manage the incoming and outgoing funds of the PBNB organization.

## Role and responsibilities:

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- Manage organization cash flow
- Plan and maintain a budget
- Maintain financial records
- Provide financial reports
- Advise organization on polices related to finances

## skills:

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- Good with numbers
- Have good organizational skills
- Have good computer skills
- Have good strategic thinking and planning skills
- Clear background check

## Other:

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The Treasurer shall not receive any monetary compensation for his/her/it role has member of the PBNB Board.

The terms of office are set at 2 years and no more than 2 consecutive terms