



**Job Title: Treasurer**

**Responsible to: The President**

**Qualifications:**

- **Directors general qualifications**
- **Experience with Financial Operations**
- **Knowledge of bookkeeping procedures**
- **Experience with money management**
- **Ability to communicate effectively**
- **Ability to be self starting and enlist enthusiasm of membership**

**Job Summary:**

- **Custodian of all Club funds**
- **Head of the Financial Committee**
- **Make reports and recommendations to the Board on Financial matters**

**Duties and Responsibilities:**

- **Serves on the Executive Committee**
- **Establishes a Financial Committee to recommend Financial matters to the Board of Directors**
- **Makes deposits of monies collected by the Club**
- **Keeps a ledger on all business transactions**
- **Prepare and present monthly financial report to the Board**
- **Responsible for all collection of monies for the Club**
- **Presents ideas, proposals and suggestions of Financial Committee to the Board**
- **May issue checks up to \$30.00 for Club expenses without Board approval**
- **Honor expense vouchers if submitted within 30days for reimbursement**
- **Ensure that an external audit of financial records is conducted during the month of October**
- **Responsible for filing Tax Return and insuring non-profit status**
- **Responsible for paying general liability insurance policy to protect Board members**