

## **Treasurer**

The Treasurer is an elected officer of the association as authorized by Article V of the Constitution. This person shall serve on the Executive Committee. The duties of the Treasurer are briefly listed in Article III of the By-Laws.

The Treasurer shall:

Receive and disperse all monies for the club.

Pay approved bills and invoices promptly. Items in the budget have implied approval; other items over \$50 require a vote by the board of directors.

Deposit all income and keep the checkbook and ledger properly recorded and in balance.

Receive the money for all new members.

Promptly inform the Officers and Records Chairman of any dues received.

Prepare a report for the Board of Director's meetings consisting of a copy of the last bank statement(s), beginning balance for the period, account transactions, and ending balance. Provide copies for all Board members.

Assist the President in preparing a budget for the year.

Renew non-profit status (990N) each year.

Revised: March, 2015