

TREASURER

Purpose:

- To keep the financial records of Branch activities
- To receive and disburse funds

Principal Duties:

- Deposit checks.
- Reimburse members' expenses or write checks for outside vendors.
- Reconcile bank accounts.
- Prepare Financial Reports; Development, Budget vs. Actual and Balance Sheet.
- Attend Board Meetings and respond to financial questions.
- Coordinate with Membership VP's to reconcile Member Dues
- January/February: Convene Budget Committee and develop a Proposed Budget for the following year.
- April: Present Proposed Budget to Annual Meeting.
- May/June/July: Receive member dues, update National Member Services Data Base, pay National and State Dues.