

Responsibilities for Treasurer of LGBT Club of Sun City West

Skill requirements: Good organizational skills, basic math, commit to attend and actively participate in board meetings and events. Time commitment approximately 3 hours per month.

Duties

- **Maintain spreadsheet of income and expenses and reconcile it monthly to checking account**
- **Write out checks for club expenses when presented check requisition form. (Fewer than five checks a month)**
- **Receipt of membership dues, notify membership chair and club president**
- **Receipt and reconcile event payments**
- **Deposits club funds within 5 days of receipt**
- **Attend monthly Executive Board meetings and General Membership meetings.**
- **Contributes to crafting and writing of club policies and procedures.**
- **Report the state of Club finances at General Membership meeting.**
- **Compile Year- end report (CR7) consisting of income and expenses- Due annually on Feb 1**