

## **Executive Board Descriptions**

### **Treasurer**

**The Treasurer shall have charge of the funds belonging to the club and pay bills approved by the Executive Board.**

- Make timely bank deposits (weekly, bi-weekly, minimum monthly) of all income and record all monies for the club
- Keep detailed accounts of all income, receipts and disbursements to render a monthly itemized report at each Executive Board Meeting and report out at the General Monthly Meetings.

**The Treasurer shall attend Monthly General, Board, and Executive Board Meetings.**

- If you can not attend one of the Board or Executive Board meetings send a report to the President.
- If you can not attend one of the General Monthly Meetings arrange with the President to have an Executive Board Member take care of any money in and out at that meeting.

**The Treasurer shall work closely with the Membership Chair as to all membership dues paid:**

- The Membership Chair is to hand in to the Treasurer all new and or renewal membership dues received by her noting member information.
- The Treasurer is to give a record of all new and or renewal membership dues received by mail, online, or given directly to her with member information to the Membership Chair
- The Treasurer and the Membership Chair is to establish a check and balance system as to keep track of all membership dues paid throughout the year to make sure both have the information:
  - o To be able to report out at each monthly Board Meeting
  - o For the Membership Chair to be able to have a current membership roster each month
  - o For the Membership Chair to fill out and mail forms to the Orange District

**The Treasurer is in charge of going to the WCOF P.O. Box (weekly, bi-weekly, minimum monthly):**

- To bring all mail received to the monthly Board Meeting
- To deposit any money that comes through the mail
- To present any bills to be paid for Executive Board approval at the monthly Board Meeting
- To receive and deposit all mailed in new member and/or renewing member dues and applications
- During times of fundraisers and/or events visits to the WCOF P.O. Box need to be made more often

**The Treasurer is in charge of keeping track of all online donations, membership dues, and/or ticket sales and transfer the money to the WCOF bank account monthly.**

- During times of fundraising events keep a record of all tickets bought online, donations and sponsorship money and give updated information to the chair in charge of the fundraiser
  - o Transfers of online funds need to be done more often during events to have seed money
- During annual membership renewal dues paid online need to be transferred more often so have funds available when the Data Form is due

**The Treasurer shall have special detailed accounting of income and expenses for events**

- Give regular and timely updated information to the chair in charge of the event for ticket sales, donations, sponsorship money, expenses
- Break down the income in categories such as ticket sales, silent auction, donations, sponsorship, opportunity drawing, bake sale etc. This will help in planning future events
- At the end of an event create a report of all income and expenses and report out at the Board Meeting and General Meeting

**As an Executive Board Member you are part of the Budget Committee** to establish a budget for the year. The budget needs to be prepared and a vote taken before the Leadership Orientation in June. The budget will then be presented at the first General Meeting of the club year.