

Treasurer

The Treasurer is responsible for managing the finances of the club.

Specifically, the Treasurer:

- Receives money for membership dues, class fees, auctions, 50/50 raffles, and other financial resources.
- Issues reimbursement checks for expenses incurred for Club-supported activities. Check request forms, with receipts, must be submitted before reimbursement checks are issued.
- Makes deposits into the Club's account at Bank of America in Glendora.
- Balances the Club's checkbook.
- Organizes and prepares name change procedures at Bank of America at the beginning of the calendar year, or when required due to changes in Officers. The current year President and Treasurer will be the only names on the account.
- Create and save monthly Treasurer's report using Excel or whatever method the current Treasurer feels appropriate. Send (via e-mail) copies only to the Board Members (President, Vice President, Secretary, Technical Consultant, and Past President) four days prior to the monthly Board meeting.
- Prepares a year-end financial report.
- Receives and signs name badges for the current year from the membership chairperson. Puts them in badge holders and makes them available to members by putting them into the club's badge boxes.
- Assigns an individual to be responsible for the 50/50 raffle at every general meeting.
- Assigns an individual to be responsible for the President's drawing at the last general meeting of the month.