



EGC Job Description: Treasurer
Date Approved: 5.23.2016
Revision Dates: 8.15.17

General Summary:

The Treasurer is responsible for the financial health of the organization; including oversight of the Club's funds, reports to the Board and Membership on the Club's budget and on-going year-to-date expenses; correspondence and written documents related to finances (tax forms, insurance coverage, Post Office mailbox, and financial related policies and guidelines).

Responsibilities:

- 1) Club funds
 - a) maintains custody of Club funds, keeping accurate accounts of receipts and disbursements;
 - b) oversees financial transactions: deposits and withdraws monies into the Club's bank and PayPal accounts (Custodial arrangements and papers should be made at the bank upon assuming the position of Treasurer by the newly elected Treasurer. This would also include the President of the Club to be a co-signer in the event of an absence of the Treasurer. Said co-signer would be allowed to deposit and disburse funds when authorized to do so by the Board of Directors.)
- 2) Annual budget
 - a) prepares and completes the annual budget, before the September Board meeting for discussion;
 - b) discusses budgetary needs with the Committee Coordinators prior to establishing the annual budget;
 - c) based on Board approval, seeks approval at the October general meeting.
- 3) Reports
 - a) reports financial status at the monthly Board and General membership meetings. Forwards copies of the monthly budget to the Board members in advance of the General Meetings.
 - b) tracks incoming and outgoing checks and cash; reconciles bank accounts. Maintain these transactions in Excel.
- 4) Membership dues
 - a) coordinates with the 2nd Vice President, to receive and deposit membership dues.
 - b) tracks non-paying members as they are not permitted to vote.
- 5) Club mail
 - a) picks up and processes all mail from Post Office Box 1393.
 - b) pays for the renewal fee for our post office box rental (due in November).
- 6) Tax forms – State and Federal
 - a) Between August 31 - January 15, Form 990-N: to maintain club tax exempt status with the IRS.
 - b) After August 31: completes/files an online annual report (www.sos.state.co.us).
- 7) Club insurance
 - a) renews State Farm insurance for the Club in June.
- 8) Fundraising
 - a) provides accounting and cash boxes and reconciles monies at the end of fundraising events.
- 9) Board position's notebook
Maintains, updates, and passes on to next board member in this position – a notebook which explains in detail how to do the business of the specific board position, including any relevant documents and materials.
- 10) Financial Policies, Guidelines, and other documents (every two years review and revise)
 - a) EGC Charitable Giving Policy.
 - b) EGC Cash Reserve.
 - c) EGC Conflict of Interest policy
 - d) Treasurer's job description "Addendum" document containing all Club accounts, password, and 'secure' logins for Club finances and software used to maintain Club records (e.g., PayPal, US Bank).
- 11) During the summer, provides orientation and training to the incoming Treasurer and attends the summer Board meeting.