

PALISADES WOMEN'S CLUB JOB DESCRIPTION

Updated January 2018

TREASURER

Performs duties prescribed under The Palisades Women's Club Bylaws, Article V, Section 5, (Treasurer), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

INTRODUCTION

The Treasurer is the custodian of all funds owned by the PWC and responsible for maintaining all associated financial records.

MAJOR DUTIES AND RESPONSIBILITIES

Attends all General and Executive Board Meetings.

Responsible for establishing and maintaining the PWC bank account including monthly reconciliation of all activity posted to the account. The co-signer of the account is the President, who is responsible for depositing checks and paying authorized club expenses during the temporary absence of the Treasurer or otherwise as needed.

Promptly deposits all membership dues and other monies collected by the PWC.

Maintains adequate documentation to establish accurate financial records. Reviews receipts or other documents as required before making disbursements from the club bank account.

Keeps an accurate record of receipts and expenditures.

Pays all approved, budgeted expenses as needed.

Presents a financial statement and budget report at every Executive Board meeting. Presents a regular financial report to the general membership.

Retains a suitable amount of money for incoming Executive Board's initial operating expenses.

In emergency situations, the Treasurer may obtain the approval of the President to pay un-budgeted expenses not-to-exceed \$250. The appropriate level of approval will be obtained after the fact: from the Executive Board for expenses up to \$100 and from the general membership for expenses greater than \$100.

Solicits input from the Executive Board members in March to prepare the annual budget for the year beginning June 15. Presents the budget for review and approval by the Executive Board at the April board meeting, and by the general membership at the May general meeting.