

GRAND HAVEN WOMAN'S CLUB

POSITION: Treasurer

Date: June, 2020

QUALIFICATIONS:

- Have a comprehensive knowledge of the GHWC's activities and impact on the member charities
- Have knowledge of accounting and accounting software
- Detail oriented
- A member of the Grand Haven Woman's Club for one year and in good standing
- Highly organized and knowledge of word processing and computer skills

RESPONSIBILITIES:

- Ensure the fiscal health of the GHWC as outlined in the following details
- Update the Tax Exemption Certificate with the appropriate Florida state office when there is a change in the Treasurer so that the current Treasurer's home address is recorded
- Serve on ad hoc committees when applicable

DETAILS:

- Deposit all income and record it in the appropriate accounts
- Ensure all bills submitted for payment are covered by the approved budget
- Submit any unbudgeted expenses exceeding \$100 to the Board for an approval vote
- Maintain accounting records in Quick Books
- Submit a monthly financial statement, account for all income and disbursements, to appear in the monthly newsletter
- Submit books for audit at the close of the fiscal year
- Provide financial records for independent review if requested by the Board and provide results of the review within three months of the close of the fiscal year
- File appropriate Federal tax return, Florida Department of Agriculture Return for Charitable Organizations Exemption
- File GHWC annual report with dues and contributions at the August board meeting
- Distribute contributions to charitable organizations with letter and acknowledgement of Receipt form
- Compile summary of how individual charitable organizations plan to use contributions gathered from the acknowledgement forms
- Work the check-in table at meetings as requested by Meeting Notice Chair
- The treasurer should collect volunteer hours for committee and report hours.

TERM LIMIT AND VOTING PRIVILEGES:

- This position is an elected position
- This position is a two-year commitment
- This position has voting rights at monthly board meetings
- Attendance at board meetings is necessary to ensure quorum