

Grand Haven Woman's Club – Job Description

Position: Treasurer & Co-Treasurer

Date: July 2025

Qualifications:

- **Have a comprehensive knowledge of the GHWC's activities and impact on the member charities**
- **A member of the Grand Haven Woman's Club for one year and in good standing**
- **Have knowledge of accounting and accounting software and must be detail oriented**
- **Highly organized and knowledge of word processing and computer skills**
- **Must have access to or own a computer (desktop or laptop)**

Responsibilities:

- **Track activities and associated hours and report them monthly**
- **Write article for the monthly newsletter when applicable**
- **Provide information to annual Yearbook**
- **Serve on ad hoc committees when applicable**
- **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**
- **The Treasurer position is split between two members to ensure segregation of duties. The "Treasurer" handles all GHWC payments and the "co-Treasurer" handles all GHWC deposits.**

Treasurer:

- **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 review 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**
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- **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**
 - **Work the check-in table at meetings as requested by Meeting Notice**

Chair Co-Treasurer:

- **Deposit all income and record it in the appropriate accounts**
- **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**
- **Work with Fundraising Chairs to ensure all event receipts are accounted for**
- **Compile list of receipts for monthly luncheons, to be used by Notices at check-in to verify members who have paid online**
- **Manage PayPal and Square accounts. Transfer Paypal receipts promptly to bank account**

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, however only one Treasurer can vote**
- **Attendance at board meetings is necessary to ensure quorum**