

Grand Haven Woman's Club - Job Description

POSITION: Treasurer & co-Treasurer

Date: August 2024

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

DETAILS:

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 of the Treasurers can vote
- Attendance at board meetings is necessary to ensure quorum

Amended: 8/2024

Approved: 6/2020