

Job Description Secretary/Treasurer

Scope:

The Secretary/Treasurer is responsible for all the financial records of the organization. Responsible for the paying of bills and banking operations of the organization. Assists the President and the Board in all aspects of Financial Planning and Budgeting for the organization.

The Secretary/Treasurer is responsible for the minutes of all board meetings and general meetings. Performs occasional administrative and clerical duties for the organization.

Specific Tasks and Duties:

The Secretary/Treasurer works with the President and the Board to develop and implement an annual and a rally budget.

Provides organized information on expenses and income to assist the President and the Board in all financial planning aspects of the organization.

Keeps all financial records for the organization. Maintains appropriate backup information.

Pays all bills and expense vouchers promptly. Makes all bank deposits in a timely manner.

Accounts for all income and expenditures at rallies.

Keeps a duplicate list of members with the Membership Chair. Provides the Membership Chair with a list of members dues paid and any address changes received.

Takes, transcribes and maintains the minutes of all board meetings and general meetings. Records all board decisions.

Occasionally writes letters and performs other clerical or administrative duties for the organization.

Authority:

The Secretary/Treasurer is subordinate to the President and the Board.

Expenditure approval limit is \$250.00. Must obtain approval of the President or the Board on any expenditure exceeding that limit.

Skills and Requirements:

Good written and verbal communication skills are required.

Basic accounting or bookkeeping experience is required.

Internet access and basic computer capability is required. Financial, word processing and spreadsheet capability is highly desirable.

Original Draft Prepared By: W. David Starnes
Dec 2, 2003

Revision No: 1 by: W. David Starnes
Date: Mar. 30, 2004