

## **Treasurer**

### **General constitutional roles:**

- **Collect and secure all funds of the club**
- **Keep adequate and accurate records of receipts and distribution of funds**
- **Make venue arrangements for all meetings, activities and events**
- **Arrange for menus, entertainment, speaker props, etc. related to meetings**
- **Maintain club bank account(s) and check register/signatories**
- **Prepare and submit quarterly and annual financial statement to the President for approval by the Board of Directors**

### **General scope of activities:**

- **Maintain bank account; including all deposit, approved disbursements and reconciliation activities. President & Secretary alternate signatories on bank account.**
- **Maintain and monitor Post Office Box collections. Secretary as alternate.**
- **Record and maintain deposit and disbursement journals**
- **Prepare periodic financial statements and ad-hoc reports for President, Officers and Directors-at-large**
- **Secure and maintain all financial records; making such records available for annual audit**
- **Prepare and file annual report necessary to maintain club' s tax exempt status**
- **Coordinate with Secretary to maintain membership and lunch attendee counts**
- **Assist with quarterly luncheon and annual delinquent membership fee phone calls**
- **Make timely payments to CRA for annual membership participation**
- **Participate in telephone call list for quarterly lunches and annual membership delinquents.**