Waterman Alumnae Group Job Descriptions - Officers

**TREASURER**

The duties of the Treasurer shall include but not be limited to:

A. Securing, keeping and/or maintaining Waterman checking and savings accounts in a financial institution approved by the Board of Directors

B. Obtaining and submitting signature cards for the Treasurer, Assistant Treasurer, President, and President-Elect, as needed

C. Keeping accounts in the name of Margaret L. Waterman Alumnae Group

D. Receiving and depositing all the monies due Waterman, keeping a record of the payers and amounts

E. Making timely payments of the valid bills and claims against Waterman and retaining evidence thereof for seven (7) years or as required by law

F. Reporting current receipts, expenditures and balances at regular meetings, and making an interpretive analysis of the financial position at the Annual Meeting

G. Preparing all reports and returns required by state and federal law and submitting them in a timely manner

H. Serving on the Endowment Committee

I. Serving on Town Hall Committee

J. Serving as Chair of Waterman's Finance Committee and being an authorized signer for financial transactions

K. Reviewing and setting specified fees for Sustaining Contributors at the spring Board of Directorsʼ meeting per Article VII, Duties of the Board,

Section 2 E

L. Assembling and submitting all books and financial records of Waterman for audit or review within two (2) months after the close of the fiscal year.

The description of the Treasurerʼs duties given in the Bylaws and reproduced above gives

a comprehensive list of the duties. The Treasurer should also be aware of the duties of

the Executive Officers and the Board of Directors as given in the Bylaws (Article VII).

The following notes may also be helpful:

· Keeping the accounts and preparing financial reports require the Treasurer to be familiar with a spreadsheet program (Microsoftʼs Excel or Apple Numbers).