

CVWGC Board and Committee Job Descriptions

Job Title: Treasurer

Last Modified: 06/19/2023

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
Overall	<ul style="list-style-type: none">• Monitor and maintain the Club's membership funds and expenditures;• Create monthly Financial Reports (i.e., Budget, Income & Expense Statements, Balance Sheet, Checking & Savings Journals, Club Roster, Awards Luncheon & Tournaments)	On Going
Reporting	<ul style="list-style-type: none">• Provide Financial Reports & documentation for Monthly Board Meetings;• Audit the Club Roster and Membership dues to the NNGA GHIN reports;• Provide a proposed annual Budget to the Board based on past years income and expenses, for discussion and approval	On Going
Accounting	<ul style="list-style-type: none">• Record income and expenses. Maintain receipts of paid expenditures;• Issue checks for budgeted or approved expenses;• Balance checking and savings accounts. Accountable for voided/unused checks;• Audit the annual GHIN fee invoice to Clubs membership roster before paying	On Going
Membership	<ul style="list-style-type: none">• Process new and returning membership applications;• Deposit membership fees to checking account;• Notify Tournament Chair of new members without an established handicap;• Notify Tech Chair and Membership/Publicity Chair of processed applications;	Annually or as needed
Banking	<ul style="list-style-type: none">• Assure that the current Club President and Treasurer have completed the required paperwork at the financial institute for the Club's business accounts;• To replace an existing signor on the accounts, the outgoing & incoming persons must sign documents at the financial institute. If the outgoing is not available a certified copy of the Board Meeting Minutes, signed by the Secretary, is required.	Annually or as needed

Notes: Confirm with the financial institute before making an appointment, that there are no changes to their requirements.