

# Treasurer for Sarasota/Manatee NOW

## Position Description

Effective June 1, 2017

This description provides specific responsibilities of the Treasurer of Sarasota/Manatee NOW and is written in association with the Board Member of Sarasota/Manatee NOW, Position Description.

### **Purpose of Board Position**

The Sarasota/Manatee NOW Board provides leadership to the general membership in alignment with the mission and vision of national and state NOW.

### **Known Key Relationships**

- National Membership Staff
- Sarasota/Manatee NOW Membership Director
- FL NOW Treasurer

### **Responsibilities – Associated Tasks**

These responsibilities are specific for this position and required; and should be performed the person holding this office. Assistance may be provided from other board members or general members; but, this should occur with care and only with those understanding the requested task.

1. Maintain the Sarasota/Manatee NOW financial records, and provide copies to Secretary for retention.
2. Oversight of banking accounts as authorized per standards in the operating rules.
  - a. Place deposits for
    - i. Monies collected from new or re-instated members
    - ii. Rebates from National and State
    - iii. Fund raising events
    - iv. Donations
  - b. Disburse chapter funds with appropriate documentation.
3. Oversight of debit card per standards in the operating rules.
4. Reconciliation all accounts – checking, savings, etc.
5. Make regular financial reports to the board and members. Frequency to be determined by the board or operating rules.
6. Prepare an annual Budget and present it at the October General Membership Meeting for approval.
7. Determine current Chapter membership in conjunction with the Membership Director of Sarasota/Manatee NOW and with National NOW.
8. IRS Filing annual 990N report
9. Manage regular PO Box pick up.

### **Skills**

- Basic Accounting Knowledge
- Solid Working Knowledge of Excel