

## **JOB DESCRIPTION - SECRETARY/TREASURER**

*Updated February, 2020*

### **SECRETARY DUTIES**

#### **Keep complete records of each meeting of the Club**

- ❖ Make such records available to the Board at each meeting
- ❖ If the Secretary is not present at any meeting, the President shall appoint a Secretary from the Board to perform these duties at such meetings.

### **TREASURER DUTIES**

#### **Receive and safely keep all money of the Club in such Bank or Banks as the Board may designate**

- ❖ Maintain a ledger of all monies received and disbursed
- ❖ Countersign all checks issued and assure that all expenditures are made by check
- ❖ Keep a full and accurate account of the receipts and disbursements of the Club and render to the President and the Board whenever they require a statement of accounts of the financial condition of the Club
- ❖ Maintain vouchers for all indebtedness either paid, or to be paid, until audited to the satisfaction of the Board
- ❖ Present the current status of the budget at each Board meeting
- ❖ Submit a complete financial statement to the membership present at any open meeting of said membership
- ❖ Collect and deposit all monies for tournaments and report these totals to the Tournament Director
- ❖ Collect the MGC annual dues from the members
- ❖ Insure that Annual NCGA Dues are paid on time

#### **Attend Monthly Meetings**

- ❖ Provide status update
- ❖ Participate in old/new business discussions
- ❖ This position is a non-voting position