

## **Duties and Responsibilities of the Treasurer HSWWC**

Duties include but are not limited to:

1. The Treasurer will be a member of the Board of Directors of HSWWC and attend monthly board meetings.
2. The Treasurer will be responsible for making all deposits to the clubs' account, and disbursing funds when a check request is submitted with supporting documentation for expenses incurred by members of committees or officers.
3. The Treasurer will maintain accurate records of all financial Transactions of the club, and make a report to the General Membership at each monthly meeting.
4. The Treasurer will assist the Board of Directors in preparing a yearly Budget, and oversee the budget, advising individual committees as needed.
5. The Treasurer will have the Books available for the Annual Audit at the end of January each year or at any time requested by the Board of Directors.

Revised 1/20/2018