

SECTION VI. TREASURER:

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings, and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the President;
4. Shall receive all dues and monies, maintain General Operating and Community Outreach Accounts and disburse any checks for the NCSC under the approval of the Governing Board;
5. Shall prepare and present a financial report monthly to the Governing Board with a copy to accompany the minutes for approval by the DCA;
6. Shall call a meeting of all Governing Board members and one member at large to prepare the annual budget. The Governing Board must approve the budget in August and at the first General Membership meeting thereafter. The treasurer may call a budget revision meeting in January if the need arises or if requested by the President;
7. Shall keep an itemized account of all such receipts, vouchers and disbursements for seven years. The records of all accounts shall be open to inspection by members of the club;
8. Shall use the general provisions of AR Reg 210-17 in maintaining the accounting records;
9. Shall, with the president or first vice president, sign all checks in excess of two hundred dollars (\$200);
10. Shall prepare and submit a complete audit in accordance with AR 210-17 no later than two (2) weeks after the close of the NCSC fiscal year;
11. Shall file any federal tax forms, any state tax forms, and or sales tax forms;
12. Shall review and adjust all insurance and bonding policies required for the NCSC;
13. Shall be bonded;
14. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review
 - c. Notebooks and all job materials shall be given to successors upon audit completion
15. Shall maintain a detailed monthly record of all income and expenses related to their position;
16. Shall ensure monies are counted and deposited within seven (7) days of receipt;
17. Shall be present at least half hour prior, to all fundraising events to facilitate financial set-up and deposits. If not available, arrangements are to be made prior to the event, with President's approval;
18. Shall be responsible for collection of all money at the end of all NCSC functions. If treasurer is not available, arrangements are to be made prior to the event with the President's knowledge, for money to be handed over to a bonded board member;
19. Shall be responsible for notification and collection of all outstanding checks and fees incurred from any and all returned checks. Shall notify president of any

incidents pertaining to such matters. Outstanding checks will be handled in a timely manner and with information forwarded to President;

20. Shall not go into a binding contract for the North Country Spouses' Club.