



## Job Description- Treasurer

1. Membership
  - a. Collect membership forms and dues
  - b. Issue receipts and membership cards (electronic forms)
  - c. Keep membership list (mailing list is kept by Secretary)
2. Meeting preparation:
  - a. Help arrange speakers, meeting topics, etc.
  - b. Help coordinate meeting location and plans for food & refreshments
    - i. Sign contract for meeting location, if necessary
    - ii. Submit deposit for meeting location, if necessary
    - iii. Arrange for proof of insurance if required by meeting site
    - iv. Coordinate number of participants with food order
  - c. Track RSVP's for meeting participants
  - d. Track RSVP's for vendors
3. Day of meeting:
  - a. Greet attendees at the registration table
  - b. Collect meeting fees and membership dues
4. After meetings:
  - a. Create invoices, track payment, and issue receipts for vendors (e-forms)
  - b. Issue receipts for meeting participants (electronic form)
5. Other:
  - a. Make bank deposits
  - b. Write checks
  - c. Maintain bank records
  - d. Prepare quarterly treasury reports
  - e. Maintain record of liability insurance
  - f. Store some KEYPOCC holdings (tote bags, pins, projector screen)