

ESCAPEES RV CLUB

Job Description: **CHAPTER TREASURER**

Job Summary:

As a volunteer, elected officer, the chapter treasurer maintains the financial records of the chapter.

Duties and Responsibilities:

1. Maintain Chapter Microsoft Excel Spread Sheets for the purpose of maintaining a list of current paid members and records of current/future dues made by members.
2. Maintain primary ownership of chapter bank accounts, including reconciling of each account with its bank statement. Ensure that a current officer is co-owner on the account.
3. Timely deposit all money in the proper bank account.
4. Pay authorized bills in a timely manner.
5. Keep copies of expenditures for seven years.
6. Create a financial report and present at each Chapter and Executive board meeting.
7. Assume the duties of the president in absence of the president, vice president, and secretary.
8. Other duties as may be necessary.
 - a. Signs up new members and collects appropriate dues. Sends new member info to Newsletter/Directory Editor for updating of databases.
 - b. Registers members and collects fees.
 - c. Maintains inventory and places orders of shirts/patches.
 - d. A 990 worksheet shall be completed and emailed to National Escapees by January 31 each year. This is to keep our chapter in compliance with IRS rules regarding organizations. National Escapees handles the reports to the IRS for all chapters. Currently, the report shall be sent to Teresa Moore (tmoore@escapees.com).