**Treasurer**

 **Job Description**

**Board Term of Office:** The Treasurer may serveup to 2 years.

**Responsibilities:** In addition to the job description for a board member of the GBPC, the Treasurer is expected to:

* Ensure the club has fiscal management procedures in place and the procedures are followed
* Prepare annual budget to help the Board set annual dues for the club
* Keep current the accounting records of the club for the Board and to report to the membership when called on
* Ensure there are adequate funds in the bank accounts of the club to meet its obligations
* Provide financial advice and the financial state to the Board
* Act as one of the three signing officers for the bank account
* Ensure club funds are deposited into the bank account in a timely and cost-effective manner.
* Have basic accounting skills
* Have the accounts reviewed on an annual basis with the Financial Committee
* Ensure any reporting is filed by the club that is required
* Orient the new Treasurer

**Time requirements:**

* The board meets approximately every 4-6 weeks
* Work involves approximately 1-2 hours per week

**Skills required:**

* Accounting skills
* Computer skills
* Organizational skills
* Communication and collaboration skills

**Date of Original Approval:** December 12, 2023