

TREASURER – Board Member

Overview: The Treasurer is responsible for managing the League's finances and is a Board Member. The Treasurer attends the Board Meetings, which usually occur on the second Wednesday of the month, has full voting rights and is included in reaching a quorum for the Board. Responsibilities include keeping the League's checking account and Certificate of Deposit.

The Treasurer presents at each Board meeting a statement covering the League's financial transactions for both the month previous and year-to-date. At each General meeting the Treasurer gives a brief report and makes available the printed monthly report brings the detailed report for viewing by the General Membership.

General Duties:

- Meets with Board members to establish an annual budget for the new year.
- Maintains the League's annual budget.
- Reports to the Board all the League's financial transactions for the month.
- Maintains and reports on any financial transactions for special events.
- Contacts the bank for requirements to update the bank's signature card when necessary. (Authorized signatures are the President, Treasurer and Assistant Treasurer)
- Files annual report with Secretary of State.
- Purchases all supplies for the League unless the Treasurer designates another individual.
- Stores all financial information for the year.
- Reconciles the checkbook.
- Notifies Board when any Certificates of Deposit mature.
- Pays all approved expenses. Expenses may occur from advertising, club house expenses, rental fee for storage unit, website fees or honorariums for general meeting presenters.
- Cashes and disperses money to various artists when a sale is made by check payable to the League.
- Keeps all banking supplies i.e. additional checks, endorsement stamp.
- Deposits all incoming checks and cash. Income includes but not limited to: gallery fees, membership fees, visitor fees and special events proceeds.