

ASSISTANT TREASURER – Board Member

Overview: The Assistant Treasurer is a member of the League Board with full voting rights and is included in reaching a quorum. The Assistant Treasurer supports the Treasurer with duties as detailed by the Treasurer and/or the Board, and attends the Board Meetings, which usually occur on the second Wednesday of the month, with full voting rights and is included in reaching a quorum for the Board. If the Treasurer cannot attend the Board meeting or the General meeting, the Assistant Treasurer is responsible for giving the financial report at the meetings.

The Assistant Treasurer also maintains the membership dues and registers by accepting and maintaining the application forms for new and existing members, accepting and recording annual dues and, greeting and introducing new members and guests at each General Meeting.

General Duties:

- Writes and signs checks when the Treasurer is unavailable
- Gives the Treasurers Report at General Meetings when the Treasurer is unavailable
- Receives and records “guest donations” for the Treasurer
- Assists the Treasurer at the January meeting collecting and recording dues for the new year
- Throughout the year receives member dues and records them for the Treasurer
- Tends the receiving table where members and guests sign in at General Meetings
- Introduces new members and guests at the General Meeting
- Keeps and records “New Member” applications
- Sees that new members have name tags for both the General Meeting and the Gallery
- Passes on information regarding interests and volunteer information from the Member Applications to appropriate Committee Chairs

Detailed Duties:

- Obtain a Membership Application for each member of the League.
- Membership applications are kept in a notebook and the appropriate information is typed and entered on the Membership List each time a new member joins or other changes are received, i.e. change of phone, address, etc.
- Notify the appropriate individuals who make the name tags and member discount cards when a new member is accepted into the League.
 1. Two name tags are needed, one for the General Meeting and one for the Gallery.
 2. Discount cards are current for one year and are reprinted for the whole membership at the first of the year.
- Checks from new members, as well as for renewal of annual dues, should be reviewed to make sure they are legible and recorded correctly before they are turned over to the Treasurer.
- Notify the Assistant Secretary of each new member.
- Notify Committee Chairs when a new League member indicates an interest in Chair positions noted on the Application.

Monthly Duties:

- Sets up a table to check-in current members, guests and furnish applications for new members.
- Accepts membership dues each League General Meeting (the 3rd Wednesday of each month).
- After all the Member information is updated on the Roster, emails the New Membership List to the Assistant Secretary for dispersal to the Board and general membership.

Hints:

- The “check-in” table should be set up to maintain a good flow in to the meeting room (prevent bottle necks).
- A donation basket should be on the table for guests to contribute. The suggested donation is \$5.

- At the General Meetings, new members and guests should be introduced and encouraged to tell something about themselves, i.e., where they live, if they are artists, what their medium is, etc.
- The Assistant Treasurer is the first person to greet guests and prospective new members so a “warm welcome” is important.