

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	Treasurer
Revision Date	September, 2006 Proposed changes in blue.

Position: Elected and is a voting member of the Executive Board
Term: 1 year, may serve a maximum of two consecutive terms

Overview: The Treasurer receives and disburses funds and keeps accurate financial records.

Job Functions:

- Deposits money, drafts, and checks in the bank designated by the Executive Board
- Disburses funds and issue checks as ordered by the Executive Board
- Provides an account of financial transactions and of the financial condition of the guild at each Executive Board meeting [and each monthly membership meeting.](#)
- ~~Provides~~ [Prepares](#) annual budget ~~to the~~ [for](#) Executive Board ~~for~~ approval
- Ensures development and Executive Board review of financial policies and procedures
- Retrieves TAG mail from post office box on a regular basis and distributes to appropriate recipient
- Receives and records dues and dues payers
- Transmits membership information to membership chairman in a timely manner
- Works with event chairpersons to establish budgets
- Submits financial records to Executive Board for annual audit
- [Submits “Annual Financial Report for Charitable Organizations” to SC Secretary of State no later than November 15th.](#)
- Maintains a list of procedures/tasks associated with the above

Requirements:

- Attends Executive Board meetings
- Attends monthly General Meetings

Skills/abilities needed:

- Computer spreadsheet skills desirable but not required.

Bi-Laws:

ARTICLE II, Section 2. Board Members and Duties

“The Treasurer shall be responsible for all funds and dues paid to TAG, keeping records of all financial transactions and handling disbursements. The Treasurer shall post a monthly financial report at each Board Meeting and shall present a financial statement at the September meeting. The TAG books shall be audited annually.”

ARTICLE IV, Section 2. Finance

“The Treasurer will make the financial and other pertinent records available for audit annually as soon after the close of the accounting year as is practical. A copy of the audit will be made available to the Richland County Recreation Commission and to the members of the Guild.”

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Approved by the TAG Executive Board on November 16, 2006