

Job Description
Treasurer

The Treasurer shall oversee the outside bookkeeper and review all financial matters of the organization including:

1. Presentation to the Board of monthly financial statements prepared by the outside bookkeeper.
2. Review of the outside bookkeepers work product.
3. Review of the monthly bank statements.
4. Printing and signing of checks prepared by the outside bookkeeper.
5. Review of FARs prepared by club members and submitted to the Treasurer; and submission of FARs to the bookkeeper for processing.
6. Preparation of a budget for the upcoming term.
7. Review of annual federal and California tax information reports (Form 990 for the fiscal year of the Club ended January 31st of each year), to be prepared by an independent accountant or tax return preparer.
8. Coordinate with the Club's insurance agent/broker to see that adequate insurance coverage is in place (D&O, general liability).