

As an Officer:

Is elected by the membership after being recommended and approached by the Nominating Committee and agreeing to placement on the slate for election; or may be elected by the membership after an independent nomination from the floor.

Is elected for a one-year term, with election in April, installation in May; one-year term covers one September through May season. May be elected for an additional one-year term.

Attends all scheduled meetings for the general membership and the Executive Board. Notifies the President or other responsible officer if unable to attend in order that duties can be delegated during absence.

Serves as a Director on the Executive Board; discusses, selects, and votes on issues pertinent to the club's welfare.

Acts as a host toward all members, visitors, judges, and potential new members at all functions.

Provides coverage at any function, when asked, for any position left vacant by the temporary absence of another Board member.

Notifies Board if withdrawing from official position, allowing sufficient time and coverage for a temporary replacement to be selected.

As the Treasurer:

Maintains records of all financial matters as custodian of the club funds.

Acts as primary of three legal signatures for bank checking account, keeps the check register, and reconciles the statement each month.

After being elected, appears at the bank to become a signer on the account for check writing purposes.

Provides financial recordkeeping for income and expenses.

Collects dues and issues member ID cards to paid members.

Reimburses members who have incurred expenses and have presented a valid receipt.

Issues check for payment of rent for meeting room facilities according to rental agreement.

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TREASURER

Issues checks to pay program providers in accordance with service contracts.

Prepares periodic reports of club finances and renders annual report to the members.

Helps Membership Coordinator to accumulate, prepare, and distribute a list of members consisting of names, addresses, phone numbers, and e-mail addresses as dues are paid.

Aids in finances concerning all club activities, e.g. banquets and outings. Collects ticket money in cooperation with the appropriate Coordinator, assists with financial arrangements, issues payment to suppliers, and reports profits or losses to Executive Board.

The Treasurer shall maintain custody and control of all club funds and financial records, prepare interim and annual reports on the club's financial condition, and serve on the Executive Board.
(Article 1 of the FCC By-Laws)

