

KEOWEE ANGLERS FISHING CLUB

Duties of Club Treasurer

Revision 2, dated 1/16/2010

Treasurer:

1. Checking Account, Payment of Club Obligations

- Shall be the primary, but one of three named individuals having check-authorization access to the Club's checking account. As of January 2010, the former Club Treasurer, (now Club Secretary) has check-writing authority and an assigned inventory of checks and the Club Tournament Director has check-writing authority (each known herein as "Alternate").
- Executes all checks and pays all obligations on behalf of the Club with the exception of emergencies or when Treasurer is not available to write such check(s) in necessary time required. Alternate shall promptly notify Treasurer of any check written, including check number, date of transaction, payee, transaction amount and reason for transaction. Treasurer shall promptly note transaction in Club checkbook.
- Maintains the Club checkbook in a complete and accurate manner. Treasurer shall note as to who has what specific checks and shall require notice of any checks written by other Alternate users.
- Receives, reviews and reconciles all bank statements. Any errors shall be rectified promptly by fully noted checkbook correction or by adjustment by bank, as the responsible case may be.
- Provides all cash prizes related to Club authorized fishing tournaments, longest fish competitions and other such award programs, as authorized by the Club Board of Directors, to Tournament Director (or other Board designee) for distribution to award recipients.
- From time-to-time, other Club officers/members may be called upon to remit, on behalf of the Club, payment for Board authorized expenditures (e.g., web-site fees, purchased goods, etc.). Upon receipt of a paid receipt tendered by such member/officer for an authorized Club expenditure, Treasurer shall reimburse such individual.

2. Membership List and Dues

- Collects all dues from new or renewing members in accordance with Club rules. Monies received shall be accounted for and deposited into Club's checking account within a reasonable period of time.
- Keeps and maintains the Club's official Membership List for the program year. It shall be updated periodically, as membership changes occur.
- Periodically publishes the official Membership List to members of the Board of Directors for their use in carrying out their duties to the membership. Membership lists shall be sufficiently informative for the timeframe being reported upon, e.g.:

- a. During the course of the year, it shall list pertinent member information for that program year.
- b. At year-end and year-beginning (through February of new program year), it shall include ending year membership, new program year membership, members that have not renewed for new program year and members that have indicated that they will not be renewing membership.
- MEMBERSHIP LISTS, WHILE NOT STRICTLY CONFIDENTIAL, SHALL NOT BE DISTRIBUTED TO NON-CLUB MEMBERS.

3. Inventory and Sale of Club Goods

- Is official keeper of Club's inventory of goods that are to be offered for sale or awarded as prizes. As of January 2010, Club inventory consists of:
 - a. Club logo hats;
 - b. Club logo hatbands;
 - c. Club logo lure covers;
 - d. Club logo patches;
 - e. Lake Keowee fishing Cds
 - f. Undistributed Club member nametags
- Is responsible for the sale of any goods in Club inventory in accordance with Board authorized pricing.
- Provides, as authorized by Board, to Tournament Director or others inventory goods to be awarded as prizes.
- Provides to each new member a free CD.
- Makes available to new Club members nametags. (As of January 2010, Club Secretary provides nametags to Treasurer.)

4. Attendance and Reporting

- Endeavors to attend all regular Club membership meetings and all Board of Directors meetings. Where possible, when unable to attend a regular membership meeting, Treasurer shall arrange for a substitute to attend and exercise said duties. When unable to attend a Board meeting, Treasurer shall promptly provide to Board members, by means of e-mail, the report that would otherwise be given in person.
- Reports to the Board of Directors the following:
 - At all Board meetings:
 - i. Number of paid-up Club members for current program year;
 - ii. Available cash, made up of checking account balance, checks yet to be deposited; and cash yet to be deposited;
 - iii. Significant payment transactions on behalf of the Club;
 - iv. Such other pertinent items that Treasurer believes might be of interest to Board;
 - v. Such other items that Board requests.
 - As pertinent:
 - i. Detailed membership information;
 - ii. Any low inventory levels;

- iii. Such other pertinent items that Treasurer believes might be of interest to Board;
- iv. Such other items as Board requests.

5. Other

- Advises Secretary (or such other individual as is then responsible) the name of all members that require nametags.
- Maintains Master copy of Club CD.
- Arranges for updates, as necessary, to Master of Club CD.
- Arranges for duplication of Club CD.