

TREASURER duties:

- Be custodian of all GMRW funds and deposit them in a timely manner into the institution approved by the Executive Committee;
- Be a signer on all GMRW financial accounts;
- Disburse funds as directed by the President and/or as per the approved annual budget; Comply with special disbursement of funds approved by the Executive Committee;
- Submit per capita dues, annual AzFRW and NFRW club fees and reports as required to AzFRW in accordance with Federation deadline dates;
- Have records ready for annual financial review;
- Serve as Chair of the Budget Committee;
- Provide an easily understood monthly Treasurer's report to the Executive Committee and Membership and as requested by the President and Executive Committee;
- Comply with all IRS and Arizona State reporting requirements;
- Perform such other duties as directed by the President, the Executive Committee or the membership;
- Monitor compliance with the approved Budget and bring any areas of concern forward to the President and/or Executive Committee for their evaluation;
- Order new checks as approved by the President;
- Print and reconcile monthly bank statement with QuickBooks;
- Enter all transactions in QuickBooks;
- Make payments to Constant Contact;
- Make payments to QuickBooks;
- Make payments to Weebly;
- Renew domain name as needed;
- Renew post office box yearly;
- Check mail at PO Box weekly;
- Notify Ways n' Means VP of payments for events;
- Notify Membership VP of payments for monthly meetings and membership signups;
- Notify Programs VP of payments for Educations classes/tours;
- Send invoices for newsletter sponsors; notify newsletter editor and website master of any changes;