

## Treasurers Job Description

Every Month:

- Keep database up to date
- Pay bills and balance Checkbook and Savings Account
- Send membership cards and receipts to new members
- Send membership list to newsletter editor as needed

January—Prepare formal financial report for annual conference

- Run off about 25 copies

February—Give financial report at general meeting at conference

- Thursday night –Help stuff envelopes

- Have membership cards signed and ready to put in envelopes on Thursday night

- Friday and Saturday mornings (7:00 AM) - help vice president with problems and late registrations

- Pay James Geohring scholarship to conference

March---Update membership data base with new members from conference

- Pay NCTM dues

April---compare new data base with registration forms from conference.

May--give financial report and membership report at executive board meeting

- Send Science Fair prize money

June—Dec keep up with monthly duties