

Gillies Job Description

Title: **Treasurer**

Reports to: Gillies President

Revised January 2021

Blue indicates changes during 2021-2022 due to museum shutdown.

Purpose: To be responsible for all fiscal matters relating to the Gillies Organization.

Requirements: Must have adequate home internet connection to communicate digitally including sending and receiving emails with attachments, facilitating and joining Zoom meetings, and creating and sharing Word and Excel documents.

Responsibilities:

1. Collects and deposits all monies received from Gillies for dues, luncheons, and other charges.
2. Notifies Gillies of unpaid dues. Notifies Associate members separately. [Suspended](#)
3. Makes payments as provided in the budget or otherwise authorized upon receipt of a properly executed voucher, which includes receipts and/or attendance verification.
4. Prepares and presents financial statements to the Executive Committee, the Board of Directors, and the membership at regularly scheduled meetings.
5. Chairs the Budget Committee; holds a first meeting in the month of January, and completes budget for publication in March *Friday Footprints*.
6. Makes necessary Federal and State tax reports. (September)
7. Provides information for the Auditor to conduct an annual audit. (June)
8. Attends all Executive Committee, Board, General Membership, and Gilcrease Forum meetings.
9. Delivers news items to the Newsletter Chair by the 15th of each month, as needed. [Delivers news items as needed.](#)
10. Maintains a comprehensive notebook of schedules, procedures, and activities for the guidance of the succeeding Treasurer.
11. Prepares and submits annual report in triplicate to the President-elect. (June) [Suspended](#)
12. Maintains a list of all assets with location. The list will be updated annually. [This list is currently being maintained by the President.](#)

13. Performs additional duties as assigned by the President.

Time Commitment: 100 administrative museum hours and participation in the volunteer programs.

Updated: March 2020