

TREASURER

Length of Commitment: Two Years

Time Involvement: 3-5 hours per month

Duties/Responsibilities:

- Be a current member of the General Alumni Association
- Ensures club finances are managed in accordance with GAA guidelines
- Maintains and supervises the club bank account by:
 - Collects and distributes the club's finances (bills, receipts, scholarship fund, etc.) in a timely manner
 - Monitor and keep accurate records of all club financial transactions
 - Overseeing the club budget and keeping records of all receipts and financial transactions
 - This includes working with event chairs to ensure that programs are within the club's budget
 - Assisting with the development of the club budget
 - Preparing financial reports for Club Leadership Committee meetings and for the annual report
- For Clubs with GAA deposit accounts through Bank of America
 - communicates with GAA Business Office and responds to all correspondence
- For Clubs with checking accounts
 - makes sure there are two current signatures (one of which belongs to a GAA staff member) on file for checking account
- Identifies potential successors
- Attends the Club Leaders Training Workshop (optional, but highly recommended)

Manage all aspects of club scholarship initiative