

13 August 2015

HHLT Job Description - Treasurer

- Attend all Board and General Membership meetings
- Receive and promptly deposit all monies
- Upon receipt of proper documentation and necessary approvals, reimburse members and/or vendors for Theater related expenses.
- Maintain an accurate bank account
- With input from Board members, prepare an annual budget of income and expenses.
- Monitor budget status monthly
- Prepare monthly report of income and expenses to be distributed to the Board; report current financial status at the General Meeting
- Keep accurate records which will be readily available for review or audit by President and/or designee
- Maintain a record of all paid members
- Conduct any reasonable organizational business as requested by the President
- At end of term arrange for an audit of books by a volunteer