

## Treasurer

### YOUR ROLE AS TREASURER

*The Treasurer serves as the chief financial officer of the Club, so should be fully conversant with Articles VII and VIII of the Constitution and Article II of the Bylaws.*

*She must understand general accounting principles and be computer literate.*

*She is a member of the Board and may be asked to represent the Board on another Committee.*

Tasks	Further Details
Chair the Finance Committee	<ul style="list-style-type: none"> <li>Select members of the Committee in consultation with the President</li> </ul>
Maintain financial records, prepare budgets, and provide regular reporting of the financial status of the Club and its individual financial accounts	<ul style="list-style-type: none"> <li>Work in coordination with the Finance Committee</li> <li>Ensure all financial records are regularly backed up</li> </ul>
Serve as Advisor to the Charities and Special Events Committees	
Liaise with the Directory Manager	<ul style="list-style-type: none"> <li>Ensure that all advertising is paid for</li> </ul>
Oversee members' dues, new members' registration fees and payments for events	<ul style="list-style-type: none"> <li>Give a complete list of paid members to the Membership Secretary for preparation of the new <i>Directory</i></li> </ul>
Maintain an up-to-date list of members including those who have yet to pay	<ul style="list-style-type: none"> <li>Liaise with the Membership Secretary throughout the year</li> </ul>
Oversee the following accounts at the UBS, Gland: <ul style="list-style-type: none"> <li>Current Account</li> <li>Savings Account</li> <li>Charities Account</li> <li>Contingency Account</li> </ul>	<ul style="list-style-type: none"> <li>Keep Club financial records</li> </ul>
Receive and disburse money for Club needs	<ul style="list-style-type: none"> <li>Make all legitimate payments and request original receipts where possible</li> <li>Reconcile bank statements</li> <li>Pay Board approved appreciations</li> <li>According to the Swiss Legal Code, the Treasurer and the President can be held personally accountable for the Club funds</li> </ul>
Ensure that long term contracts remain appropriate	
Arrange for proper signatories to be officially recognized for Club accounts especially with the change of Board in June each year	
Find an Auditor for the present Club year	<ul style="list-style-type: none"> <li>Wherever possible, the position of Auditor should be filled by a qualified non-Board Member. If a professional outsider is employed, they should receive a fee or an appreciation</li> </ul>
Prepare annual accounts for the Auditor	
Prepare the following year's Budget and the current 9-month Financial Report for distribution with the AGM package	<ul style="list-style-type: none"> <li>Work in coordination with the Finance Committee</li> </ul>
At the AGM present the Financial Statements. These comprise the audited Financial Report for the previous year, the current unaudited 9-month Financial Report, the Charities Account and the proposed Budget for the next year.	<ul style="list-style-type: none"> <li>The audited Financial Report for the previous year is the responsibility of that year's Treasurer</li> <li>Explain any proposed major capital expenditures</li> </ul>

**YOUR ROLE AS GENERAL BOARD MEMBER**

*All Board Members are responsible for the position for which they were elected and for the day-to-day operations of the Club.*

<b>Tasks</b>	<b>Further details</b>
<b>The Board</b>	
Carry out decisions made by Club Members at the AGM and at Extraordinary General Meeting(s)	
Attend all Board meetings and the AGM	<ul style="list-style-type: none"> <li>• Proceedings at Board meetings are confidential (Bylaws Article IV.B.2)</li> <li>• All Board Members participate fully in discussions and decision making</li> </ul>
Read and adhere to the Constitution, Bylaws, and Policies and Operating Procedures of the Club	<ul style="list-style-type: none"> <li>• Review annually the POPs chapter relevant to your Board position</li> </ul>
Be prepared to act as a Board Representative if asked by the President	
Be ready to perform extra tasks for the Club as required	
Report to the Board on developments in your area of responsibility	
Keep files up to date	
Brief potential candidates about your Board Position	<ul style="list-style-type: none"> <li>• Instruct them to read POPs</li> </ul>
During the hand-over period (between the AGM and 1 July), brief the person taking over your Board position	<ul style="list-style-type: none"> <li>• Hand over all relevant files</li> <li>• Instruct them to read the Constitution, Bylaws and POPs</li> </ul>
<b>The Membership</b>	
Attend Coffee Mornings to meet new members and encourage them to participate in Club activities	
Attend the annual Activity Leaders' appreciation event	
Attend Special Events whenever possible	