TREASURER AND CLERK DUTY DESCRIPTIONS
2/11/98

Treasurer:
1) Oversees bookkeeping work of Clerk
2) Looks over bank statements (checkbook balanced by Clerk). Currently an additional bank statement is sent to Jeanne Schneider, so someone outside of Colorado will see it.
3) Produces budget, proposes revisions to budget when needed
4) Keeps track of “pools” in the savings account for life memberships, etc.
5) Prepares tax reports (due 8/15 for fiscal year ending 3/31)
6) Answers “what if” proposals by Board with financial impact
7) Keeps copy of membership database as backup

Clerk:
1) Is Colorado Registered Agent for the corporation (used to be Treasurer)
2) Keeps Membership database, sends out Membership cards
3) Receives income, makes deposits
4) Ships products
5) Sends out Expansion materials, keeps Expansion database
6) Picks up mail from P.O. box, forwards to other officers where appropriate
7) Takes Board minutes
8) Publishes and distributes “The Chainmail”
9) Sends quarterly membership reports to Chapters
10) Receives quarterly Game Fee reports from Chapters, keeps Game Fee database
11) Maintains “Who’s Who” list of Chapter & Society officers
12) Balances Checkbook
13) Mails out materials to Chapter Officers, Society Officers and Committee members when asked by Board or Committees.
14) Mails out Election Ballots on 12/1