



Westside Duplicate Bridge Club

Position Description: TREASURER

Incumbent: Dave Taylor

1. Collect monies for bridge games, or designate another person to do so.
2. Make bank deposits.
3. Pay the director following games in cash.
4. Accept membership monies and write checks for new name badges.
5. Pays for kitchen supplies from Petty Cash
6. Write checks for game supplies.
7. Keep track of the number of players per month.
8. Write check for rent.
9. Pays ACBL dues in US Dollars by check or from own USD credit card.
10. Keep accurate records of income and expenditures.
11. Prepare financial statements for board prior to meetings.
12. Attend Board meetings.
13. Arrange to have audit done as per Board's direction.
14. In the absence of the treasurer for an extended period of time, e.g., over 2 weeks, make arrangements with the board to have someone designated to carry out the above duties as necessary.