

GFWC Rotonda West Woman's Club

ASSISTANT TREASURER

JOB DESCRIPTION

The Assistant Treasurer is responsible for accepting membership dues and providing membership cards to paid members.

Working closely with the 2nd Vice President, the Assistant Treasurer maintains a current membership list, which includes the periodic updates and the remittance made to GFWC FL using the appropriate forms.

Quarterly updates of new members are made to GFWC HQ using their unique, required forms and specified timing. A copy of this report is also sent to GFWC FL 2nd VP (Membership Chairman).

The Assistant Treasurer is responsible for reservations for all State and District Meetings.

In the absence of the Treasurer the Assistant Treasurer is qualified to assume the duties of the Treasurer.

Attend the monthly board of director's meetings.

Attend the monthly general meetings.