**GENERAL FUND TREASURER**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**January 2018**

**DUTIES AND RESPONSIBILITIES**:

Attend all General Board meetings (1st Thursday of each month) and Executive Board meetings (Monday prior to GB meeting).

 Serve as a voting member

Prepare a written monthly board report/ provide to Secretary by Sunday prior to board meeting

Volunteer at Thrift Shop (5 hours per quarter)

Receive, safeguard, disburse and account for funds and assets per Air Force regulations

 Verify receipts; write and distribute checks

 Bonded and primary signer of all checks drawn against the General Fund account

 All checks over $500 co-signed by the President or Welfare Treasurer

Chair the General Fund Budget Committee in the spring

 Prepare proposed budget with committee for April Board

 Must be presented NLT May Social for membership approval

Chair the Budget Review meeting in January

 Update projected figures with actual figures and revise as necessary

 Must be presented to the board, posted and voted at the following TOSC function

Maintain a separate journal of receipts and disbursements to provide a check and balance system

 Reconcile the bank statement on a monthly basis

 Ensure budget is adhered to

Maintain the General Fund accounting records for a period of 6 years

 Bank statements, budget reports and audit reports should be kept

Assist the Welfare Fund Treasurer and perform his/her duties in his/her absence

 Authorized signer for the Welfare Fund

Arrange an independent review of the TOSC General Fund at the end of term

Maintain and renew Bond Insurance for current board year according to expiration of current policy

Refer to Parliamentarian as the official interpreter of all TOSC documents and legal advisor

Update the job description and present to the Parliamentarian NLT 28 Feb each year

Prepare an after-action report and present to the President NLT 31 May each year

Update/clean out continuity book and present to successor NLT May turnover board meeting

 Include updated job description and after-action report

**QUALIFICATION REQUIREMENTS:**

Good attitude and ability to interact with others

Good organizational skills and attention to detail

Good accounting and budgeting skills

**POSITION DURATION**: TOSC board year (1 June – 31 May)

**TIME REQUIRED**: Average 8-10 hours per month