GENERAL FUND TREASURER (SOCIAL)

Team Osan Spouses Club

OSAN AB, REPUBLIC OF KOREA 2016/2017

**DUTIES AND RESPONSIBILITIES**:

* Attend all Governing Board meetings.
* Prepare a written monthly board report and submit it prior to the monthly board meeting. Serve as a voting member.
* Attend Executive Board meetings. Serve as a voting member.
* 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 incoming GF Treasurer, if identified) for the following TOSC fiscal year.

Must be presented to the board, posted for the general membership and voted on at the following TOSC function.

* Chair the Budget Review meeting in January. Update projected figures with actual figures and revise as necessary. Must be presented to the board and posted 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 as a

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.
* 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 June 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.