**WELFARE FUND TREASURER**

**TEAM OSAN SPOUSES’ CLUB**

**OSAN AB, REPUBLIC OF KOREA**

**JUNE 2015**

**DUTIES AND RESPONSIBILITIES**:

Attend all Governing Board meetings

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

 Serve as a voting member

Attend Executive Board meetings

 Prepare monthly report

 Serve as a voting member

Attend Thrift Shop Advisory Board meetings

 Serve as a voting member

Attend Welfare Committee meetings

Prepare monthly reports and checks

Serve as a voting member

Attend all TOSC functions, if possible

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

 Verify receipts; write and distribute checks

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

 All checks over $500 co-signed by the President, 1VP, 2 VP or Welfare Treasurer

Chair the Welfare Fund Budget Committee

 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 Welfare Fund accounting records for a period of 5 years in the file cabinet in Thrift Shop

 Bank statements, budget reports and audit reports should be kept

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

 Authorized signer for the General Fund

Assist the Thrift Shop Bookkeeper and perform his/her duties in his/her absence

Assist the Bank Manager for WWN or finance chair for all TOSC fundraising and Operation Sweet Treat

Coordinate with General Fund Treasurer for independent review of account at end of term

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

Parliamentarian is 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 accounting and budgeting skills

Knowledge of Microsoft Excel and QuickBooks

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

**TIME REQUIRED**: 25-30 hours per month