

## **GNC Treasurer Duties**

The Treasurer of the GNC Chapter is responsible for maintaining 2 bank accounts. One is the general operating fund and one is the Statewide Conference account. The bank balance is to be reconciled monthly. Some monies is paid through pay pal and this money will periodically need to be transferred to the appropriate bank account depending on the reason for payment. Membership dues and chapter meetings to the general account and fundraiser money to the Statewide account.

When the Treasurer takes over they will need to have a copy of the by-laws to change the account, as well as the Chapter Meeting Minutes listing the newly elected officers. Both past and new Presidents, President-Elects and Treasurers will need to go together to change the signature card on the account. The outgoing Treasurer is responsible for passing over the sign in and password to the PayPal account and train the new Treasurer on how the process works.

The Treasurer is also responsible for picking up the mail at the main post office downtown. Currently, the President and the Treasurer have keys to the box.

A detailed Treasurers report should be given at the officer and chapter meetings and sent to the Webmaster to be posted in members only.

After each Chapter meeting the Director of Events will pass along the receipts and any money from the meeting. A spreadsheet should be kept to show how much money is brought in and how much money is spent for the hotel.

The Treasurer will receive money from the post office for membership and this information should be given to the Director of Membership for their records. It is recommended to send an email with the check information or scan and pdf a copy of each check to the Director of Membership.

The Treasurer may also receive money from members who registered for the Monthly Chapter Meeting or any other event and did not show and received an invoice.

If the Treasurer receives a returned check, the member should be notified in writing of the returned check, requesting cash plus the amount of charges to the chapter from the bank. The Treasurer should always notify the President of these occurrences.

All checks written must have an approval from either the President or President Elect before payment is made.