
Palm Harbor Newcomers Club

TREASURER – EXECUTIVE BOARD/BOARD OF DIRECTORS

Term of Office:

One year: June 1 to May 31.
May be elected to three additional consecutive terms.

Purpose:

Collect and disburse Club funds, maintain up-to-date financial records and monitor the yearly budget

Qualifications:

- Be a year-round area resident.
- Be computer literate.
- Be proficient in QuickBooks.
- Be willing to serve and have adequate time to serve.
- Have the ability to meet deadlines.
- Have the ability to delegate.
- Have the ability to work collaboratively.
- Have the ability to serve with ethical standards and confidentiality and without conflict of interest.

Reports To:

PHNC Executive Board
and General Membership

Principal Duties:

- Support the mission/vision/values/goals of PHNC.
- Be an enthusiastic internal and external ambassador for PHNC.
- Abide by the PHNC Bylaws.
- Serve as a member of the Executive Board and Board of Directors.
- Chair the Budget Committee and prepare a proposed annual budget for the next fiscal year.
- As necessary, submit budget requests for the position.
- Attend all Executive Committee, Board of Director and General Membership meetings.
- Along with other members of the Executive Board have the right of final approval of the Chairpersons and Coordinators recommended by the Nominating Committee.
- Have the care and custody of all Club funds and financial accounts.
- Render an account of all balances and financial conditions of the Club at all monthly Board of Directors and General Membership meetings.
- Be the primary signatory on all checks, drafts and instruments of payment of Club funds.
- Promptly process all payments received, refunds and bill payments.
- Monitor website luncheon and special event/trip entries for problems and address as needed.
- Respond to “Contact Us” submissions regarding finances in a timely manner and update the entry to show action taken.
- As necessary, sign contracts and other binding agreements in the name of and on behalf of PHNC.
- Prepare and submit yearly federal tax forms and state Sunbiz forms by the deadlines.
- Provide all financial records from the previous year to the Financial Review Committee.
- Delegate tasks and projects as appropriate.
- Maintain regular communication with the President, Executive Board and Board of Directors, reporting as appropriate any and all updates, actions taken and/or issues identified.
- Pass on materials, supplies and records and train successor.