



## Treasurer

Position Description  
Updated Dec 2021

- 1) Attend meetings of the Bella Vista Bluebird Society (BVBBS) Executive Board, and other BVBBS meetings as needed or requested by the president.
- 2) Provide financial information to the board at each meeting to include checkbook activity, donation amounts, and The Bluebird Shed sales.
- 3) Maintain a bank account for the deposit of funds, in the name of the BVBBS; perform banking transactions with the BVBBS selected bank, including checkbook balancing and other banking functions.
- 4) Collect income received by the BVBBS and pay expenses upon receipt of invoices and/or receipts as directed by the president. Disburse funds by check or cash, and then only after approval of the President; keep receipts and documentation in sufficient detail to permit review of the financial transactions and careful audit of accounts.
- 5) Maintain an accurate record accounting of funds and activities. When leaving the treasurer position, turn over all such records to the president or next treasurer.
- 6) Maintain a list of patrons who contribute to BVBBS, including sustaining members who contribute yearly. Keep contact information for those members and report same to president as needed.
- 7) Maintain a supply of thank you notes, envelopes, and stamps, and acknowledge all donations with a hand-written note mailed shortly after receiving a donation.
- 8) Check the BVBBS PayPal.com account for donations at least once a month; transfer money to the bank account and send a thank you note. For financial reporting, donations are listed on the BVBBS checkbook spreadsheet for the full amount and PayPal fees are listed as an expense.
- 9) Email each donor's name and address to The Bluebird Shed for their customer list. BVBBS membership and donation entitle the donor to a 10% discount off all The Bluebird Shed's non-sale merchandise, excluding nest boxes and supplies sold on behalf of the BVBBS.
- 10) Maintain a record of sales by The Bluebird Shed on behalf of the BVBBS for all BVBBS items sold in their store. A percentage of sales retained by The Bluebird Shed is determined by the Board and documented in the "MOU Between The Bluebird Shed and the BVBBS" text document. At the direction of the president, update the MOU text and provide to the board as needed.
- 11) Maintain award information for annual volunteer service awards as provided by the president. Secure the awards as needed.