

**Spokane Watercolor Society (SWS)  
Treasurers Responsibilities (Job Description)**

**Responsibilities include but are not limited to the following**

- Support the mission**
- Help with setting the goals for the organization**
- Uphold and enforce standards, rules and procedures**
- Maintain a general understanding of Federal and Washington State nonprofit law associated with the position of treasurer**
  - Ensure reporting requirements are met**
  - Follow Robert's Rules of Order as a source document for all meetings**
  - Maintaining the SWS checking account**
  - Maintaining the SWS post office box at the Garland post office**
  - Maintaining the spreadsheet and balance the checkbook**
  - Maintaining files for Square. Bank reports and statements**
  - Paying bills**
  - Require and file receipts**
  - Paying honorariums and Awards**
  - Writing and sending receipts for all cash and checks received**
  - Track On-Line sales and transactions**
  - Provide a monthly financial report to the board to include balances in Chacking & savings accounts**
  - Draft a annual budget for board approval and once approved sends a copy to the board for filing.**
  - Providing a year-end financial report to the board**
  - Writes artist contracts and coordinates them with the board. Contracts are filed on the SWS website.**
  - Coordinates new membership and dues paid with the Vice President**
  - Upon receipt of new member fees and applications received by check or cash, provide roster information to all board members and mailing applications to the Vice President**
  - Receiving dues and coordinating with the Vice President on membership status**
  - When unable to attend board meetings coordinates absence with the president**
- Provides a financial review at annual membership meeting.**
- Maintaining a library sufficient for the position**
  - Bylaws**
  - Rules and Procedures Information**
  - Institutional memory master sheet of:**
    - Passwords**
    - Log-in information**
    - Security question answers**
    - Uniform Resource Locators (URL)**
    - Email addresses.**
- Legal documents associated with position**