

**GENERAL FUND TREASURER
OSAN OFFICERS' SPOUSES' CLUB
OSAN AB, REPUBLIC OF KOREA
FEBRUARY 2010**

DUTIES AND RESPONSIBILITIES:

- Attend all governing board meetings (1st Thursday morning each month)
 - Prepare written monthly reports/provide to Secretary by Monday prior to the board meeting.
 - Serve as a voting member

- Attend Executive Board meetings
 - Prepare monthly reports, as necessary
 - Serve as a voting member

- Attend all OOSC 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 General Fund account
 - All checks over \$500 co-signed by the President, 1VP, 2 VP or Welfare Treasurer.

- Chair the General Fund Budget Committee
 - Prepare proposed budget (with the incoming Treasurer) for 1 June to 31 May
 - Present at the June Board meeting for approval, post for at least 30 days, and vote on at the October meeting by the general membership

- 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 on at the following OOSC 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 General Fund accounting records for a period of 5 years in the file cabinet

- Assist the Welfare Fund Treasurer and perform his/her duties in his/her absence.
 - Authorized signer for the Welfare Fund

- Coordinate with Welfare Treasurer/Thrift Shop Bookkeeper for an independent review of all accounts at end of term

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

- Update the job description and present it 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 the continuity notebook and present to successor **NLT June 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
Basic Accounting Software skills

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

TIME REQUIRED: 10hours/month