

ASSISTANT TREASURER

I. General description

Assists the treasurer in whatever ways the treasurer needs and can fill in for the treasurer if necessary. Authorized to sign meeting financial documents, *e.g.*, checks. Serves *ex-officio* on the Finance Committee if not a member.

II. Responsibilities

- The specific division of responsibilities between the treasurer and the treasurer's assistant will, of course, depend on agreements between the two officers. At this writing (beginning of 2018), the assistant has responsibility for keeping track of the Concerns account, a separate banking account, and for helping to keep track of developments in financial software that might be of help to the meeting.
- The assistant treasurer must familiarize him/herself with all the accounts, funds, and financial procedures that the meeting uses, so she/he can step in if necessary.
- Revise or re-approve this document in November of each year so it is up-to-date when Gifts and Service begins its work.

III. Last Revised: 13 January 2018