

## Treasurer Duties:

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|--|---------------|
| 1) Membership drive and renewals [ <b>Nov – March</b> ]  | 3 hours/week  |
| • gather information from members  |               |
| • send and resend dues notices   |               |
| • send invoice copies to members   |               |
| • deposit checks weekly  |               |
| • send renewal spreadsheet info to SIMI each week  |               |
| • update dues tracking spreadsheet (who has paid/who has not)  |               |
| • reconcile with SIMI  |               |
| • update/maintain/change the membership dues levels for the current year (including special discounts) |               |
| 2) Monthly financials  | 1 hour/month  |
| 3) Annual Budget and related items   | 6 hours/year  |
| 4) Balance checking / savings  | .5 hour/month |
| 5) Write checks/ reimburse / mail for expenses   | 1 hour/week   |
| 6) File Tax Return (Form 990)  | 6 hours/year  |
| 7) Membership renewals/other issues with SIMI  | 1 hour/week   |
| 8) Attend meetings (Board/membership)  | 2 hours/month |
| 9) Other miscellaneous issues/emails   | .5 hour/week  |