

ABC Treasurer

1. Keep track of bank account
 - a. Weekly checks on balance
 - b. Create a budget for each event.
 - i. Ensure that the proper amount of money is being spent.
 - ii. Approval needed from president or VP's
2. Help companies send donations ****President and VP's to assist
 - a. Make the first contact with companies and organizations asking to donate money.
 - b. Once companies agree to send a donation. Quickly and clearly guide them to how to make the donation.
 - c. Keep track of all donations. Both monetary and physical (e.g. beer, tent, etc.)
3. Keeps track of memberships (assist membership officer)
 - a. Help membership officer with keeping track of who members are, who has paid their dues/has not
4. Track our merchandise inventory
 - a. Recount what we have in stock
 - b. Order more inventory if needed