

Maxwell-Gunter Officers' Spouses' Club
Charitable Treasurer

Job Description

Reports to 2nd Vice President

- Read and comply with MGOSC Expectations for All Board Members.
- Assist the Administrative Treasurer in his or her duties and act as Administrative Treasurer, if necessary.
- Oversee the receipt and collection of all monies payable to the Charitable Association.
- Be custodian of the Charitable Association's financial record and account.
- Co-sign checks as needed and ensure all checks have two signatures. Coordinate with the Administrative Treasurer to make sure signature card is updated at bank.
- Report monthly to the MGOSC Board about the financial status of the Charitable Association with written copies.
- Make a Charitable Budget available to the general membership twice a year (August and January).
- Attend monthly Charitable Meetings and assist in Budget meetings in August and January.
- Attend Thrift Shop and Scholarship meetings as needed.
- Work with the Scholarship Committee to ensure all recipients receive their awards.
- Serve as Charitable Budget Committee Co-chairman and attend Thrift Shop, Charitable, and Scholarship Committee meetings.
- Report a Financial Statement quarterly to 42FSS/FSR and coordinate with the President, who submits a copy of the audit (or review) to 42FSS/FSR.
- Submit financial documents to the accountants by May 31. If income exceeds \$250,000, an audit will replace the review as required by AFI 34-223.
- Ensure that all paperwork is given to the accountants and taxes are filed for the MGOSC Charitable Association, state taxes by August 15; federal taxes by October 15.