**MAXWELL GUNTER SPOUSES’ CLUB
CHARITABLE TREASURER
JOB DESCRIPTION**Reports to 2nd Vice President

1. Read and be familiar with:
	1. MGSC Constitution and By-Laws
	2. MGSC Expectations for all Board Members
	3. Parliamentary Procedures: how to make a motion, how to vote
	4. Charitable Guidelines
2. Keep Notebook Current:
	1. Board Organizational Chart and Roster
	2. Charitable Guidelines
	3. Annual Charitable Budget
	4. Monthly Charitable Association Bank Statements and Treasurer Reports
	5. Monthly Board Reports and Charitable Committee Reports
3. Board duties and responsibilities:
	1. Oversee the receipt and collection of all monies payable to the Charitable Association.
	2. Serve as custodian of the Charitable Association’s financial records.
	3. Assist the Administrative Treasurer in his/her duties and act as Admin. Treasurer, if necessary.
	4. Coordinate with Administrative Treasurer to update Bank accounts with current list of authorized signers and to ensure each treasurer pays bond insurance.
	5. Co-sign checks as needed to ensure all checks have 2 signatures.
	6. Attend monthly Charitable Committee and Thrift Shop Committee meetings as a voting member. (Usually held the week prior to the board meeting).
	7. CC 2nd VP on all correspondence.
	8. Send monthly board report and treasurer report to the MGSC Secretary via email by established deadline.
	9. Attend monthly Executive Committee meetings and General Board meetings.
	10. Scholarship Chair will provide copies of school verification forms from prior year scholarship recipients and a distribution letter for each recipient to the Charitable Treasurer and treasurer will write and mail award checks notifying the scholarship chair of the date mailed and check number.
	11. Serve as Co-Chair along with Charitable Chairperson for Charitable Budget review in January and May.
	12. Ensure taxes are filed by Accountant for the MGSC Charitable Association; State taxes by August 15, Federal taxes by October 15.
	13. Send quarterly financial statement to MGSC President and 42d FSS/FSR.
4. Year End
	1. Submit end of the year report to President and 2nd Vice President for the May Board Meeting.
	2. Submit all financial documents to Accountant by May 31. If income exceeds $250,000 a full audit is required rather than a financial review. AFI 34-223.
	3. Review and update job description as necessary.
	4. Ensure binder and all financial records are current and provide continuity notes for future Charitable Treasurer.