

Greenville Woodworkers Guild, Inc.
Position Description

Title: Treasurer

PDE No.: 28
Revision: 1
Date Adopted: Aug 13, 2012
Resolution: 2012-33

General Responsibilities:

The Treasurer is responsible for the custody of all funds and securities of the Greenville Woodworkers Guild, Inc. (the Guild).

Authorization:

The Treasurer is an elected Officer of the Greenville Woodworkers Guild, Inc. He/she is a member of the Board of Directors (the "Board") and operationally reports to the President. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Treasurer may appoint such assistants as may be necessary to assist with the duties of the Treasurer. All such appointees serve at the pleasure of the Treasurer.

Specific Duties and Responsibilities:

The Treasurer's responsibilities are as delineated in the Bylaws of the Guild and repeated below.

Treasurer. The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the corporation; (b) receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected by the Board; (c) when in the absence of a President and a designated Vice President, perform the duties of the President; and (d) in general, perform all of the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Board. If required by the Board, the Treasurer shall give a bond for the faithful discharge of the Treasurer's duties in such sum and with such surety or sureties as the Board shall determine.