

Grand Treasurer Job Duties

Code and Digest - By-Laws & Rules, Article VII, Section 7, Page 20

An average of 20 hours per month
Excellent understanding of MS Excel

Able to use or learn QuickBooks
Able to use or learn MS Access
Able to use email
Able to access investment accounts online

OES will provide

- Salary - \$200 per month starting July 1
- QuickBooks
- \$15 rent per month for 1 file drawer and storage of 3-5 boxes containing old files
- Your long distance, but I use my cell phone and don't charge them
- All office supplies and postage
- Your room and meals at Grand Chapter

You need to provide

- A computer
- Printer
- A laptop for Grand Chapter and board meetings and a printer for Grand Chapter is helpful
- Microsoft Word, Excel, and Access (Microsoft Professional)
- A very dependable backup system
- A separate email address would be helpful
- High speed internet is necessary
- storage and file drawer

Duties you are required to perform

- Balance checkbook and investments
- Write checks after receiving warrants by email
- Provide Quarterly Board Reports
- Monthly report to the WGM and Chairman of the Board
- Write VPLM checks and reports to chapters
- Provide Quarterly Committee Reports
- Invest money, track investments and CDs
- Attend all Board Meetings and Grand Chapter
- Attend Homecomings and other official meetings

If elected, you will start July 1 and will need to spend at least ½ day in Boise signing cards at Washington Federal and working with Denise. And about ½ day in St Maries, to pick up the files and storage boxes.