

CLASS TREASURER

TERM ♦ 5 years

ALUMNAE ASSOCIATION CONTACT • Assistant Director for Reunions and Classes

The class treasurer is responsible for the fiscal management of the class treasury, including the collection of dues and maintenance of all financial records.

QUALIFICATIONS

- ♦ Enthusiasm for Smith, a wide acquaintanceship within her class, and a desire to increase participation of class members in both class and Alumnae Association events
- ♦ Ability to work as part of a team with other class officers
- ♦ Willingness to solicit class dues from classmates
- ♦ Ability to make an annual gift to the Alumnae Fund
- ♦ Computer (spreadsheet) experience strongly recommended

RESPONSIBILITIES

- ♦ Determine a 5-year financial plan for the management of class funds that meets the needs of the class and is reviewed and approved by the class Executive Committee
- ♦ Submit an itemized financial statement for inclusion in the annual class letter
- ♦ Submit a financial summary to the Alumnae Association at the end of each fiscal year and maintain a record of these year-end statements
- ♦ Submit an itemized financial statement to the class at the reunion class meeting
- ♦ Solicit dues from class members (usually in the fall)
- ♦ Pay all authorized class bills and volunteer reimbursements, and ensure that the class has a firm financial base from which to launch a Reunion
- ♦ Assist the reunion chair in developing a reunion budget
- ♦ Close the books and transfer financial records to the new treasurer following reunion
- ♦ Attend the volunteers conferences at the beginning of term in office
- ♦ Attend Reunion