

SACRAMENTO HOME WINEMAKERS, INC.

Position Description

Title	TREASURER
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This position is: ☒ Elected OR ☐ Appointed by _____

Term of Office: Elected bi-annually, may serve for more than two consecutive terms if desired.

GENERAL DESCRIPTION

The Treasurer handles all finances for the club, makes deposits and payments.

The SHW Bylaws creates this position under: Article V Section 4. Treasurer

The Treasurer shall maintain custody of all funds belonging to the organization and associated financial records including previous years' records. The Treasurer shall also with one other officer, sign any checks drawn against funds of the organization. The Treasurer shall determine the official register of the membership, based on dues collected.

DETAILS OF POSITION

1. Provides a budget based off last years cost to guide the club.
2. Takes care of all deposit of money from dues, to revenue generated from events that are held each year. Such as Winery tour, Jubilee, Christmas dinner and so on.
3. The treasurer also takes care of the rental cost for our meeting room.
4. Pays the clubs yearly Insurance bill.
5. Reimbursement of expenses that are incurred by members for such things as hospitality for the monthly meetings and expenses associated with the special events held during the year.
6. Prepares financial reports to monthly Board Meetings.
7. Annually prepares and files the necessary IRS and California forms for Club's 501c7 organization NLT May 15.