

PACK 527

COMMITTEE JOB DESCRIPTION

Treasurer

Here is a brief overview of duties:

- Attend annual planning meeting and the monthly committee meetings.
- Propose the yearly pack budget to be sure that there will be enough collections and fundraising to cover the cost of events and expenses of the pack.
- Provide detailed monthly budget updates at the committee meetings. For example, you will need to prepare a handout for committee members that outlines deposits, withdrawals and balances for each month.
- Make deposits
- Write checks for expenses and reimbursements
- Analyze feasibility of new projects that are presented to pack committee

The time commitment for treasurer is approximately 12 hours for budget preparation and about 2 hours per week in addition to the 1 ½ hour monthly committee meetings.

