

League of Women Voters Marquette County

TREASURER

Overview: The Treasurer holds the primary responsibility for the financial affairs of LWVMC.

Responsibilities (in addition to those of any Director on the Board):

- Maintain check book, debit card and credit card in safe locations.
- Make bank deposits.
- Reconcile bank statements.
- Prepare monthly balance statements.
- Keep year-to-date records and reports.
- Report monthly to the LWVMC Board on the state of the LWVMC finances.
- Participate in monthly LWVMI Treasurer Group meetings.
- Help prepare yearly budget.
- Produce and distribute LWVMC membership list.