

## **Welfare Treasurer Job Description**

The Welfare Treasurer ensures that the ROSC Welfare funds are properly safeguarded and maintains such financial records as will reflect receipts and welfare disbursements.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, luncheons, socials and all other ROSC sponsored functions.
- Informs the Second Vice President if unable to attend Board meeting
- Prepares a written report summarizing what happened during the month, including monthly expenses
- Maintains a notebook as outlined in the Board Procedures
- Maintains a copy of the Welfare Treasurer Board Report for two years
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

### **RESPONSIBILITIES**

1. Ensures Welfare financial records are in order in Google Sheets and presents a monthly financial statement at Board Meetings.
2. Shall be responsible for collection, disbursement and custody of all ROSC Welfare Fund monies.
3. Writes letter to welfare check recipients to mail with check. Keep a copy of the letter in the Welfare Chair Binder.
4. Writes letters to school financial institution for scholarship recipients and mails it with check. Keep copies of letters in the Welfare Chair binder. Keep a copy of the "proof of enrollment" for each scholarship recipient in the binder.
5. Provides Interim budget report showing how excess funds are to be spent at the January Board meeting to be voted upon and an annual report at the May Board meeting.
6. Responsible for ROSC Welfare Checks. Authorized check signatures will be two of the following: President, Second Vice-President and Welfare Treasurer.
7. Presents financial statements.
8. Holds a Budget Committee meeting in February, along with the Administrative Treasurer to prepare a budget proposal to be voted on at the March Board meeting and presented and discussed at the April General Membership meeting.
9. Budget must be posted for at least 21 days (by current Bylaws). Budget is then voted on at the May Membership meeting.
10. Responsible for making funds available during extended absences (one week or more) and coordinates with the President and Second Vice-President
11. The Welfare Treasurer will be a member of the Scholarship, Constitution, Job Description and Welfare committees.

12. May have only two unrepresented Board meeting absences.
13. Following the OSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure an efficient transition. This shall be done prior to the May Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks, and any other additional materials to their successors at this meeting.

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