

UC Davis Retiree Association (UCDRA) Treasurer Position Statement

General Responsibilities

The Treasurer shall keep the Book of Accounts, assist with the collection of dues and charges that may be assessed to support special activities, maintain custody of the Association funds and pay all bills. The Treasurer shall prepare monthly financial reports, annual budgets and other financial statements as requested by the Executive Board or by members of the Association at regular meetings.

Timetables and Details

The Treasurer position is an elected position with a term of two years. The position is required to attend monthly and quarterly meetings to give financial reports. The position is strongly encouraged to attend all noon talks and social functions.

Specific duties

The Treasurer reconciles the Bank of America checking accounts, makes deposits using the ATM, assists the membership committee with annual mailing and assists with meeting and greeting participants at quarterly meetings. The Treasurer updates bank records after each election. The Treasurer picks up checks from the Retiree Center on a weekly basis or as needed.