



handweavers guild of boise valley, inc.

In addition to the Duties outlined in the Bylaws the Officers will carry out the following:

Treasurer -- Job Description

- I. Keep all financial records and accounts of the Guild updated, balanced and in good order.
 - A. Accounts at the US Bank include
 1. Checking
 2. Savings
 3. Money Market (checking)
 - B. Certificate of Deposit is at Key Bank
- II. Prepare and present proposed budget to the board at the March meeting. It will then be discussed and voted on at the April guild meeting.
- III. Pay Adelman House rent in September.
- IV. Pay P. O. Box rent in October.
- V. Pay all bills, dues, subscriptions in a timely manner.
- VI. Pay ANWG (Association of Northwest Weaver's Guilds) dues in the early Fall.
- VII. Reimburse members for approved expenses, based on receipts.
- VIII. Orient a successor.

Revised November, 2008