



POSITION TITLE - ASSISTANT TREASURER

Position title - Assistant Treasurer

Responsible to - The assistant treasurer is accountable to the president and club members.

Objective - The assistant treasurer is responsible for assisting the treasurer in his/her duties and standing in for the secretary when he/she is unable to attend meetings

Duties;

- Attend Committee meetings
- Assist Treasurer as required to ensure all treasury duties are carried out in a timely and efficient manner
- Please read treasurer position description for full list of duties