



VICE PRESIDENT OF FINANCE

RESPONSIBILITIES:

- Make all deposits of fundraisers, field trip payments, and any other money collection to the bookkeeper.
- Receives and accounts for all funds that come into and out of the club account.
- Prepare a Treasurer's Report of receipts and expenses for each Executive Board meeting.
- Keep financial records organized, accurate, and up-to-date.
- Prepare paperwork for payment authorization.
- Reimburse all payments approved by the board and the Advisor.
- Have all expenses approved by all officers and the advisor during Board Meetings.
- Work with the VP of Fundraising to collect and deposit all fundraising collections.
- Work with the Production Manager to collect and track all monies collected through CBTv services.
- Work with the Director of Live Events to collect payments for DVD sales.
- Work with the VP of Membership to collect monies for all social activities.
- Train all Class Officers on the collection process for each money collection.
- Prepare a collection envelope for each class for each collection.
- Create and submit all obligations for fundraising and any other item that may need to be obligated.
- Report all tasks and update to the President and Executive VP.