

TELLICO VILLAGE BADMINTON CLUB
LOUDON, TN 37774

Treasurer

The main function of the Treasurer is to handle the financial aspects of the Tellico Village Badminton Club including making deposits, paying bills and reconciling the club checking account. The Treasurer also is responsible for filing the annual Federal Income Tax Return and responding to any inquiries. The treasurer acts as Web Master of the club, assuming all responsibilities related to managing and maintaining the club web site. This is a *voting position* on the Executive Committee. The following tasks are required in the execution of this position:

- Maintain the Club's banking account
- Send dues letters to members annually via e-mail
- Participate in the Annual Fall Membership Kick-Off
- Collect dues from all active members
- Send e-mail follow up to members whose dues are in arrears
- Notify the Team Designator with the names of those members whose dues are in arrears and request updates regarding their attendance in group sessions
- Prepare dues letters for all those who have completed orientation and played one group session with the club
- Disburse funds to officers and others as authorized by the Executive Committee
- Maintain a record of all financial transactions
- Prepare reports of the Club's financial status (income, expenses and cash on hand) by fiscal year for the Executive Committee and make available to the membership upon request
- Prepare and file the TVBC FEDERAL INCOME TAX RETURN and serve as club contact to follow up with requested documentation
- Perform other financial duties as requested by the Executive Committee
- Maintain the official Club Membership Roll on tellicobadmi@gmail.com. This requires ongoing updating of contact information of club members including adding new members to the club roll as well as removing inactive members and those in arrears from the club roll.
- Poll the membership periodically to update the records stating which members do/do not wish their contact information shared with club members
- Act as Web Master of the Club and assume all responsibilities related to maintaining and managing the club website.