

TELLICO VILLAGE BADMINTON CLUB
LOUDON, TN 37774

VICE PRESIDENT/TREASURER

The **sole** function of the Vice President is to act for the President in the event he/she is unable to act. This function has been combined with the Treasurer position as in many past years. The Treasurer manages all financial aspects of the Tellico Village Badminton Club and manages and maintains the club web site. This is a *voting position* on the Executive Committee. The following tasks are required in the execution of this position:

- Act for the President in the event he/she is unable to act.
- Maintain the Club's banking account/make deposits, pay bills, reconcile checking account.
- File the annual Federal Income Tax Return and serve as club contact to follow up with requested documentation.
- Send dues letters to members annually via e-mail and collect dues from all active members.
- Participate in the Annual Fall Membership Kick-Off
- Send e-mail follow up to members whose dues are in arrears. Notify the Team Designator of those members for follow up regarding their attendance in group sessions.
- Prepare dues letters for all those who have completed orientation.
- Maintain a record of all financial transactions and be prepared to report the Club's financial status (income, expenses, and cash on hand) by fiscal year end for the Executive Committee.
- Maintain the official Club Membership Roll on tellicobadmi@gmail.com. Update contact information of club members including new member additions as well as removing inactive members and those in arrears.
- Act as Web Master of the Club and assume all responsibilities related to maintaining and managing the club website.

UPDATED 2023