

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.
SUBORDINATE CLUB OFFICERS – JOB DESCRIPTIONS/DUTIES

TREASURER

Duties of the Treasurer of an assembly

The Treasurers' position is one of great trust and should be conducted in accordance with "Masonic Practice", Club and the Florida State Association Bylaws. Where possible, the position should be filled by a single individual rather than as a dual responsibility with another Office, most typically, that of Secretary. Where the Office is, by necessity, a dual responsibility of one person, great care should be taken to have a proper "Paper Trail" of all financial transaction.

1. This is an elected position and has one (1) vote on any business brought before the Stated/Called Meetings of the Club or the Stated/Called Meetings of the **BOD**.
2. Per State Association Bylaws, during his term of office, the Treasurer cannot serve in any additional elected office, except for the combined position of Secretary/Treasurer.
3. Properly attired¹ regular attendance at the Stated/Called Meetings of the Club and/or the Stated/Called Meetings of the **BOD**.
4. To have custody of all Club funds and securities of the Club.
5. To receive all monies from the Secretary and give a signed receipt for same.
6. To deposit all monies of the Club in a federally insured depository approved by the Board of Directors.
7. To issue all checks for the payment of Club bills.
8. To maintain accurate records of all financial transactions and to provide such information for an Interim Review and/or Annual Audit.
9. To present a financial report to the Membership at each Stated Club Meeting.
10. To perform such other duties and possess such other powers as are incident to that Office.
11. To perform such other duties and have such other authority as from time to time may be delegated to him by the President and/or Board of Directors.
12. Due to limited Membership, it may be necessary that the Treasurer also serve as Secretary. In a case such as this, the Treasurer must also fulfill all of the job requirements of the Secretary.

¹ *Properly Attired (Suggested):*

Shoes – normal street shoes, boots, clean well kempt tennis type shoes, etc. – no sandals

Pants: dress or casual slacks, clean well kempt blue jeans – no shorts

Shirt: dress or casual shirt (long or short sleeve), Club or Hi 12 golf shirt – no T-Shirts

Coat: Sport Coat/Blazer and/or Tie – optional

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TREASURER *(continued)*

13. As changes are made to these “Officers Duties,” it shall be the responsibility of each elected/appointed officer to incorporate said changes into this manual.

14. This Club owned copy of “Officers Duties” shall be maintained by the member as he progresses through the Club officer line. Should said member fail to be elected or appointed to a higher or the same position or chooses to withdraw from the Club officer line, he shall immediately surrender his copy of these “Officers Duties” to the Club Secretary.