

## Volunteer Treasurer Wanted



Our longstanding Treasurer, Kevin O’Gorman, has let us know that he plans a well-earned retirement from this position in June 2023, if not before. This is an important position at the Chapter and it will take a special person to fill Kevin’s shoes. The most important characteristics are honesty, attention to detail, and an interest in working with numbers and preparing reports. If you or someone you know fits this description, read on for details.

### Responsibilities:

- Communicate and promote adherence to Sierra Club financial policies and procedures; communicate changes to volunteers and staff
- Serve as the liaison between the Chapter and the Sierra Club Finance Department regarding all financial matters
- Process donations – via checks, PayPal, credit card
- Document deposits in Sierra Club accounting system
- Ensure all donors receive a thank you
- Prepare monthly report of account balances for the Chapter Executive Committee
- Work with the Chapter Budget Committee to prepare an annual budget
- Arrange for payment of Chapter expenses by check or through Sierra Club accounting system; document payments
- Coordinate with the National Sierra Club to prepare a year-end financial report

**Time Commitment:** 2-4 hours per week

**Training Available:** Our current Treasurer will train the new Treasurer. National Sierra Club also offers training for Chapter Treasurers.

### Qualifications:

- Sierra Club member
- Likes working with numbers and reports
- Detail-oriented
- Honest to a fault
- Able to attend monthly Executive Committee meetings – usually the fourth Thursday of every month at 5:30 pm

**References** will be requested

**Contact:** Carole Mintzer, Chair, Santa Lucia Chapter, [camintzer@gmail.com](mailto:camintzer@gmail.com)