
JOB DESCRIPTION * WAVES RECOVERY ROUNDUP *

CAPE ATLANTIC INTERGROUP

Treasurer

- Attends the initial meeting(s) with the hotel, and helps negotiate the details of the hotel contract.
- Reviews past Roundup revenue and expense reports, and formulates a draft budget with the Chair.
- Writes a draft budget for committee approval and oversees budget review meeting with Steering Committee.
- Reviews Hotel contract along with Chair and Co-Chair.
- Obtains a PO Mail Box to be opened prior to printing of flyer and remain open thru mid December.
- Makes regular trips to PO Box, increasing trips as Roundup approaches.
- Coordinates with Registration Chair with information regarding registrations mailed in and received online.
- Works closely with the CAIG Treasurer to secure expense checks and review revenue deposits.
- Determines how funds will be handled before and during the Roundup, coordinating with all income sources.
- Settles all accounts with Hotel & other vendors, with assistance from the Chair.
- Provides financial information to Chair and Co-Chair for final report to Cape Atlantic Intergroup.