

Officer Job Opening – BMC Treasurer

Come November this year I will have been BMC Treasurer for 6 years. It has been interesting and sometimes taxing experience, but its been too long. I'm now willing and ready to pass on my responsibilities. If there is someone in the club now who is interested in this job (see 'Duties & Responsibilities' below) – contact President Tom Cinealis for an interview and possible appointment or BOO vote. I am ready to instruct my successor and turn over the job as soon as practical, but not beyond the fiscal year end in November 2010. Sincerely, Terry Lucas!

From the BMC Operation Procedure - Duties & Responsibilities:

The Treasurer shall: attend designated meetings to provide financial insights and support, collect & deposit all dues, moneys and other remuneration; be the primary signatory of all BMC checks, maintain the BMC checkbook, keep a book of accounts in accordance with accepted accounting practices (currently the checkbook), pay valid and documented bills, maintain a file of financial records, submit State, Federal and Attorney General, tax returns on behalf of the BMC as required by Incorporation, make a financial report ('Statement of Accounts') for the annual meeting, and submit a monthly cash flow report to the board containing beginning balance, income, expenses, and ending balance of all accounts.

Other related duties: maintain a current membership list (currently an Excel db - 'BMC Active Members List') showing annual due dates and other pertinent membership information, send it as attachment to the monthly membership and financial report (currently 'BMC Monthly Report') to the BOO & NL Publisher, issue an annual membership card to new/renewed/reinstated members denoting a new expiration date (M/Y), issue a 'Welcome to BMC Letter' to all new members include a window decal and dated membership card, order BMC name badge(s) as needed (free for new, at cost for others) and mail (including club pin(s), one for each new member), and issue a 30 days past due notice (currently e-mail or post card) to delinquent members.