

Salem Area Historical Society Position Description

Title: Salem Area Historical Society Treasurer

By-Law Duties: The Treasurer shall be responsible for safekeeping of SAHS funds, maintaining adequate financial records, using a reliable banking company for SAHS funds with a checking account, dispersing monies with SAHS check signed by both the treasurer and the president, create an annual report, which will be subject to an annual audit. The length of term is one year.

Additional Duties: Time involved is approximately 2 hours / month not including meeting times, special fundraising events, and annual audit. The following duties shall be performed or delegated by the Treasurer:

- Attend Board of Directors Meetings (2-3 per year).
- Attend General Membership Meetings and collect non-member admissions.
- Maintain the Treasury Records of the Society

Requirements: Member of the Salem Area Historical Society for at least two years prior to the nomination.

Desired Skills: The following skills are desired in order to fulfill the duties of the Treasurer:

- Proficient in email, excel databases and word documents.
- Knowledgeable in financial matters.
- Able to deposit funds and pay bills in a timely manner.
- Willingness to assume other duties that are assigned or are needed to promote the SAHS or projects.