

1 Membership duties:

- a Bill members annually around November or December for the next years dues.
- b Maintain an excel spreadsheet with member name, firm, address, phone, fax, email & website.
- c Update changes and forward information to Stacy, Marissa & Sheila to update website and email list.
- d Send past due members reminder to pay dues.
- e If no response with two reminders, around March, delete from membership & notify Stacy, Marissa & Sheila to update website and email list.

2 Bookkeeping:

- a Maintain bank account.
- b Maintain of general ledger to assist in preparing financial reports.
- c Reconcile bank account monthly.
- d Pay bills when needed. (Need Board approval for most expenditures)
- e Receive and deposit checks for membership dues, sponsorships, lunch and conference fees.
- f Update membership spreadsheet with payments received and any changes in contact information when receiving checks.
- g Prepare monthly financial reports for conference call with officers.
- h Prepare a financial report to be distributed to members at each of the 4 meetings annually.

3 Other Duties:

- a Prepare and e-file IRS Form 990-N & FTB 199-N annually