

Network South West Business Club

Treasurer

Following is a brief outline of the duties of the Treasurer.

During the meetings

- When called upon provide a Treasurer's Report which is made up of;
 - 1. Balance Sheet including current cheque account balance.
 - 2. Profit or Loss year to date
 - Outstanding memberships.
- Note guests who need to pay for their meal.

After the meetings

- Write a cheque for cost of meal and have it countersigned.
- Send an email invoice for guest meals and/or new members.
- When a copy of the "Membership Application Form" is received from Member Co-Ordinator record the details and calculate membership fees for the remaining period in the six or twelve monthly cycle. See following for fee structure.
- Follow up any memberships or guest meals not paid.
- Pay invoices presented at the meeting for badges, subscriptions, etc.

Membership Fee Structure

- Fees are charged in advance on 1st January and 1st July under the following formula;
 - Six monthly fees are \$350
 - Twelve monthly fees are \$650 - Current as at October 2017