

Duties of Financial Secretary

The Financial Secretary will work directly with the Treasurer.

The Financial Secretary will be in charge of receiving and logging all membership fees, both in person at registration and online through our store. As such, they should be able to attend the on campus registration days as this is where we receive most of our donations for the school year. On Campus registration days are usually 2 or 3 days. Usually this happens at the beginning of August.

The Financial Secretary will work with the Membership Chair to update the general PAB membership list and Patron of the Arts levels as new donations are received.

Other duties that the financial secretary may assist with are:

- Checking the PAB mailbox
- Verifying receipts
- Sending out emails for votes on spending
- Track corporate matches

The Financial Secretary will *not* be listed on the bank account, responsible for signing checks, depositing funds, or any other duty associated with handling of funds.

