



General Communication for Members & Friends of Santa Rosa Democratic Club

Club Opportunity to Assist our current Treasurer through 2020 and move into the Treasurer position in 2021 (2-year Term)

SRDC is looking for a new treasurer to “shadow” our current treasurer in order to step into the position in January 2021. Duties include:

- Attend monthly board meetings and present monthly Treasurer’s report
- Attend monthly dinner meetings to sign in attendees, collect & record payment for dinner (cash, check, or credit card)
- Tally and record money collected for dinner, memberships, bar, 50/50 raffle, swag, etc.
- Make deposit of cash and checks, balance checkbook.
- Make and keep records of reimbursements for items purchased for club business
- Make out checks to pay for services and/or items necessary for club business
- Coordinate with Membership VP to be sure that records are updated as folks become members or renew memberships.

Contact Deb Olcott (current treasurer) at
debakaork@hotmail.com.

We need someone to step up into this important position.