**Class Treasurer**

**TERM** • 5 years

**OFFICE OF ALUMNAE RELATIONS CONTACT** • Office Coordinator

The class treasurer is responsible for the fiscal management of the class treasury, including the collection of dues and maintenance of all financial records. As most classes know, the Office of Alumnae Relations is bringing the class treasuries in-house, with classes still having control of their funds. In the future, expenses will be authorized by the class treasurer or president and handled internally (whenever possible) at the college.

**RESPONSIBILITIES**

- Pay/authorize payment of all authorized class bills and volunteer reimbursements
- Ensure that the class has a firm financial base from which to launch a Reunion
- If the class chooses to collect dues (many classes rely solely upon revenue generated by Reunion registrations), solicit dues from class members
- Assist the Reunion chair in developing a Reunion budget — see sample and instructions in the *Reunion Planning Guide*
- Receive a financial summary from Smith College at the end of each fiscal year and maintain a record of these year-end statements
- Submit an itemized financial statement to the class president for inclusion in any class communications as necessary
- Transfer financial information to the new treasurer following Reunion