

## CLASS TREASURER

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**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