



## Society of Women Engineers Texas Space Center

### Treasurer

The role of the Treasurer is to maintain the SWE bank account and track the society's expenses. Duties include creating the proposed budget for the new fiscal year, organizing the budget meeting, submitting the annual Financial Report, helping with the Holiday Social, organizing the Spring Banquet, reimbursing individuals, and paying bills.

Submitting the annual Financial Report occurs in July and takes approximately 3-5 hrs. The new Treasurer meets with the out-going Treasurer to discuss the previous year's expense report and together they prepare the annual Financial Report. The Financial Report deadline is the end of July every year.

Creating a proposed budget for the new fiscal year occurs in September and takes approximately 2-3 hrs. The Treasurer can utilize the previous year's budget as a template in creating the new proposed budget. The Treasurer organizes a budget meeting to review the new proposed budget with other officers. This meeting is usually done in conjunction with the yearly planning meeting in September. This meeting takes approximately 2 hours.

The Treasurer is also involved in helping with the annual Holiday Social. The planning begins in November and the event takes place in December. One duty is visiting local businesses to acquire donations as door prizes for the event. This takes approximately 5-10 hrs to visit businesses, follow-up with phone calls, and pick up donations. Another duty is help the Vice President shop for items required for the event. This takes approximately 1-2 hrs.

Preparing nomination packets for SWE National Awards is a duty that all officers are involved in. This takes place in March and takes approximately 10-15 hrs depending on the nomination requirements and the amount of paperwork involved.

The annual Spring Banquet is a major duty as Treasurer. Responsibilities include preparing a Spring Banquet budget, reserving the restaurant, obtain the evening's speaker(s), advertising the event, organizing duties of volunteers, creating the banquet brochure, providing decorations (ie, flowers), ensuring technical equipment (ie, computer, screen, projector, ect) is provided for the speaker, tracking the guests reservations, collecting the money from all guests, and paying the restaurant fee. The Treasurer and other officers meet several times to discuss the banquet preparation and details. The duties are shared with other officers to help with the event preparation. This event takes approximately 15-20 hrs.

The Treasurer is also responsible for paying the mailbox bill on time and checking the mailbox regularly. Other responsibilities include tracking of the bank account's status and reimbursing SWE members. These duties take approximately 1-2 hrs per month.