



IVANHOE LADIES GOLF CLUB

ROLE OF ASSISTANT TREASURER

- Support and assist the Treasurer. This entails understanding the role and duties of the Treasurer.
- Act as Treasurer in her absence and attend to tasks as outlined in Treasurer's job description.
- Assist each week with counting and recording money from fundraising and any other money/cheques given to the Treasurer. This is either via cash or Square.
- Bank money as required by Treasurer at the Bendigo Bank, East Ivanhoe.
- Be a Second Signatory to all bank accounts including via Bendigo Bank app. This means that if the Treasurer pays an amount due and payable by Ivanhoe Ladies Golf Club the Assistant Treasurer will be required to go into the Bank account and approve such payment as requested by the Treasurer.
- Attend committee meetings.