

KCYM JOB DESCRIPTION ASSISTANT TREASURER 2025-2026

Job Description: The Assistant Treasurer shall assist in the collection of funds. She shall oversee the Audit and Budget Committees.

List of Duties:

1. **AUTOMATIC: Chairman:** a) Audit Committee; b) Budget Committee
2. **AUTOMATIC COMMITTEES: Member of** a) Board of Governors; b) Philanthropic Fund Trustee c) Ways and Means Committee
3. **YOUR DIRECTOR IS:** Treasurer
4. She shall attend the May, September and January Joint Board of Directors meetings and all Business Meetings.
5. Being bonded, she shall assist in the collection of funds when necessary.
6. She shall inform all Directors and Officers of the exact time that the books need to be submitted for the internal audit of the Kansas City Young Matrons records.
7. She shall send dues notices to a) all Members (via email with the exception of L/H member who will receive paper dues statements via mail) and b) New Members in the packet they receive at the New Member Brunch or method decided on by incoming New Member Chairman, President and Director of Membership. (According to Bylaws Article IV—Dues and Changes, Section 1. Dues notices should show different membership categories with the dues each pays and also have a line for optional contributions.)
8. She shall forward dues statements received to the Director of Communications and forward checks to the Treasurer.
9. She shall submit to the Director of Membership and to the Director of Communications the list of members with delinquent dues before the July Board meetings.
10. She shall perform all duties described under Budget Chairman and Audit Chairman.

KCYM TIMELINE ASSISTANT TREASURER TIME LINE-

		Budget	Audit	Dues	
1.			Performed 2 times a year: Oct (4/1-9/30) & April (10/1-3/31); Philanthropic Fund audit only in April	Dues Notices go out March 15th and delinquent May 1; New Member dues mailed after April 15 th	
2.	May	Confirm Committee Members	Confirm Committee Members	Compile listing of members who have not paid prior to Installation Day Tea.	
3.		Present Motion of Committee at Joint Meeting	Present Motion of Committee at Joint Meeting	Make an announcement that dues are now past due and collecting today; if no forms ask if there are changes	
4.		Schedule Annual Budget Meeting confirming with President, Treasurer and Budget Members	Schedule Fall & Spring Meetings confirming with President, Treasurer and Budget Members best in mid-month		
5.		Attend President's Calendar Meeting		Prepare books to pass on the next Asst Treasurer if needed.	
6.	June	Send the Committee Members and Meeting Dates to the Yearbook Chairman			
7.	July				
8.	August				
9.	September		Send meeting reminder to members		
10.			Send a list of needed materials to Treasurer, Director of Admin.		
11.	October		Hold Audit Meeting. (see items needed for Audit list), Write Reports		
12.			Report Service Hours of those who attended the Audit Meeting		

13.			Present shorter Audit Report at Business Meeting		
14.			Send in depth reports to Treasurer & Dir.of Finance (keep audit worksheets for independent auditor)		
15.	November				
16.	December				
17.	January	Submit mid-year report at Joint Board of Directors Meeting		Contact Service Hours Chairman. To get Membership Spreadsheet in mail merge format	
18.		Send reminder for budget meeting to Budget Committee members.		Request most recent membership listing	
19.		Obtain year-to-date income/expense report by category and prior year info from Treasurer		Purchase needed paper, envelopes, etc	
20.		Prepare a Budget Form for each Director from Treasurer information. EMail forms to Directors.		Print Dues/Membership Forms for mailing in early March for L/H members; Prepare mail merge files for all other member dues statements; ask President if other items like surveys will mail with dues notice	
21.		Prepare a Proposed Budget from Treas (get latest info) and Dir info.			
22.		Update Budget Worksheets			
23.		Hold Budget Meeting			
24.		Prepare a Budget Report for Board Approval			
25.	February		Send meeting reminder to members	Contact Service Hours Chairman. To get Membership Spreadsheet	

26.			Send a list of needed materials to Treasurer, Director of Admin. and Phil Fund Treas		
27.	March			Dues notice mailed 3/15 and deadline is May 1; (give NMs to chair)	
28.				Prepare printed dues statements and letter for L/H members. Prepare mailing labels. Assemble and mail. Dues Statements; double check quantity before mailing	
29.				Make spreadsheet to record payments as you receive them	
30.				Collect dues checks, make a collection summary to accompany checks passed on the Treasurer 2x / month	
31.				Contact New Member chair and obtain info for NMs.	
32.				Prepare email for dues statements for NM. Coordinate sending Dues Statements for NM app 2 weeks after invitation letter has been mailed. Change remittance date on NM form due June 1	
33.	April		Hold Audit Meeting (see items needed for Audit list), Write Reports	A dues reminder shall be sent, by eblast, to all members by April 15, reminding them of May 1 deadline. Dues received after that date shall be considered past due, and the member shall be assessed a late fee after May 1.	
34.			Report Service Hours for Audit Meeting Attendees		
35.			Present shorter Audit Report at Business Meeting		
36.	June-Sept			Continue collecting payments and forwarding checks to Treasurer; keep Dir of Membership appraised and help with collections; pass update forms to Dir of Communications	

37.				Mail a final paper copy of the dues notice by May 15 to members whose dues have not been paid informing them that they are past due and shall be assessed a late fee. All members whose dues are not paid by July 1 st will not receive a Club yearbook until dues and late fees are paid.	
38.				Notify the Dir of Membership of NMs who have not paid who will contact the NM Chair	