

CABL TREASURER JOB DUTIES

Term: 2 year term

- Collects Membership dues, beginning Jan 1st
- Maintains CABL Chase Bank Account
- Provides tax forms as needed
- Pays bills, reimbursements, expenses
- Maintains current membership listing- personal & institutions
- Produces an updated, current CABL Directory, each year in PDF format for website & distribution
- Welcomes new or prospective members by email; provides ListServ info to new members
- Adds new members to CABL ListServ, deletes non-members as needed
- Maintains CABL ListServ as primary owner
- Produces/reports the Treasurer's Report at regular meetings (4-6 times a year)
- Turning over files, checkbook, etc to incoming treasurer.
- Put all files on a CD for new treasurer (meet at Chase bank & transfer account to new treasurer's name)
- Put new treasurer on a owner of listserv.