

Duties of the Treasurer

The Treasurer shall collect membership fees, pay bills, and keep a careful record of income and expenses. The Treasurer shall give a financial report to the executive board at each of its meetings, as well as a yearly report to the general membership at the spring professional development meeting. At this meeting the Treasurer shall also present for approval by the membership the proposed membership fee for the coming year. (By-Laws: Article 5, D)

- Maintain PD/C/ARE banking relationship
 - Includes use of debit card
 - 1 card maintained by OCF
 - 1 card maintained by Treasurer
- Attend Executive Board Meetings; prepare and present a financial report.
- Keep a careful record of income and expenses
 - Pay bills as needed (stipends, supplies, postage, sunshine gifts, Avalon, etc.)
 - Purchase gift cards for Catechist Convocation “thank you’s” and departing gifts for Executive Board and retiring D/CRE’s as needed.
 - Reconcile bank account monthly
 - Coordinate with OCF for online payments for events (Fall and Spring Professional Days, Advent Day of Reflection, Membership, etc.). Online payments are received via PayPal.
 - Make occasional bank deposits in a timely manner for checks received in lieu of online payments.
- Recommend annual membership fees and events costs in consultation with the Board.
- Assist with setup for annual Fall and Spring Professional Days, Catechist Convocation, Day of Reflection and the Mass for Religious Education.
- Duties at the Mass for Religious Education
 - In tandem with the Secretary, announce the names of the award recipients at the Catechists’ Awards’ Mass.
 - Purchase corsages/boutonnieres for the D/CRE Award Recipients for the Catechists’ Awards’ Mass.
- Avalon: Reconcile with OCF re: PD/C/ARE financial responsibilities. OCF has a breakdown.
- Responsible for coordinating Advent Day of Reflection with location personnel.