



Treasurer

5. The Fleet Treasurer - Treasurer

5.1 Bank Accounts: Establish, maintain, and reconcile Checking, Savings, and any other accounts the Club may have, as well as Certificate of Deposits.

5.2 Disbursements: Pay all bills and invoices to vendors, contractors, and service providers in a timely manner. Reimburse Officers and Members for Club related expenses. Provide cash advance to Officers and Members as necessary.

5.3 Receipts and Deposits: Gather receipts from all events and activities, including initiation fees and dues, and deposit to the appropriate accounts. Provide written receipts and issue invoices and billings for dues or other charges when required.

5.4 Taxes, Licenses, Insurance: Prepare all forms, and pay all taxes and fees as required. Review, and maintain insurance coverage, with an insurance broker, and make necessary payments when due.

5.5 Accounting Record Keeping: Maintain current and historical records of all above activities, including, building and equipment, other asset and depreciation accounts. Design, and provide all necessary forms for deposits, reimbursements, receipts, invoices, etc. Maintain all accounts as required by law. Provide sufficient back up of all records and accounts.

5.6 Reporting: Prepare all reports as required by the Board of Directors, including a quarterly balance sheet, transaction reports, etc., and distribute as directed by the Board of Directors.

5.7 Mail: Maintain the Club's mailing address at 3300 Powell St. Suite 101, Emeryville, California. Pick up and distribute mail in a timely manner.

5.8 Shall be the custodian of the Corporate Seal, and when so ordered by the Board of Directors, or Commodore - President, shall fix the Seal to Deeds, bonds, contracts, and other obligations and instruments.

5.9 Shall issue, sign and apply the Corporate Seal to all Membership Cards.

5.10 Shall attend all Board of Directors Meetings, General Membership Meetings, Special Meetings, Cruise outs, and 'In House Dinners'.

5.11 Shall have other such powers and duties as may be assigned by the Board of Directors.