

# QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

## BOARD MEMBER AT LARGE ASSISTANT TO THE TREASURER

### Policy:

One of the Board Members at Large is assigned duties to assist the Treasurer in carrying out the identified procedures and to perform in the Treasurer's absence.

### Procedures:

Under the direction of the Treasurer, the Assistant to the Treasurer:

1. Collects cash and checks in the Petty Cash Bag, retaining \$40 in small bills.
  - a. Verifies that collections in the Bag equal the amount of the receipts written.
  - b. Initials and dates the ending receipt for the deposit.
2. Makes deposits at the bank. Provides deposit receipts to the Treasurer.
3. Reviews available inventory and notifies the Facility, Equipment and Supplies Chairperson and/or the Treasurer of the need to purchase clay, glaze, tools, etc. The Assistant makes purchases as necessary.
4. Reviews items listed on the Restock Request Sheet (Green Sheet) on the bulletin board and purchases as needed.
5. When purchases are made, provides documents to the Treasurer.
6. Assists the Treasurer in preparing the Reports for Board meetings.
7. In Treasurer's absence, maintains the checkbook to issue checks that should not wait until the Treasurer's return.

All items performed are reviewed by the Treasurer or President to ensure they are in keeping with POTS policies.