



## IVANHOE LADIES' GOLF CLUB

### ROLE OF ASSISTANT TREASURER

1. To support and assist the Treasurer. This entails understanding the role and duties of the Treasurer.
2. Act as Treasurer in her absence and attend to tasks as outlined in Treasurer's job description.
3. Assist each week with counting and recording money from the trade table and any other monies/cheques given to the Treasurer. Bank money if required by Treasurer at the Bendigo Bank, East Ivanhoe.
4. Second signatory to cheque account. This means that if the Treasurer pays an amount due and payable by Ivanhoe Ladies Golf Club you will be required to go into the Bank account and approve such payment as requested by the Treasurer.
5. Attend committee meetings.