 BHS Key Club 

Duties of the Treasurer

The treasurer id responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested, The treasurer should do his/her best to see that everything us done meticulously so that there are no doubts about his/her integrity.

BHS Treasurer Duties and Responsibilities

1. Attend all club meetings (Board of Directors and general membership meetings).
2. Give financial reports at meetings.
3. Help with the collection of dues.
4. Keep track of Key Club members’ points and club status.
	1. Taking attendance and keeping track of member attendance at meetings.
	2. Collecting and tabulating member points at end of each semester.
5. Assist the editor with promoting Key Club at BHS and in the community.
6. Make locker signs????