

# ASSISTANT TREASURER

## DEFINITION:

Performs functions that are not assigned to the Treasurer.

## CLUB MEETING DUTIES:

- Assist with auction by collecting money for auctioned items, including providing change as needed
- Sells and collects money for raffle ticket sales at meetings, shows and other club events

## MONTHLY DUTIES:

- Attend monthly Board Meetings
- Assist at SVCC Spring/Fall Coin Shows
- Responsible for assisting the club Treasurer with maintaining a current record list of members in good standing.