

BUCKEYE WOMEN BOWLING WRITERS

Duties and Responsibilities of BWBW Officers & Directors

SECRETARY/TREASURER

Shall perform the following duties:

1. Shall keep accurate minutes and records of all meetings and funds.
2. Shall deposit the funds in a federally insured financial institution in the name of the Buckeye Women Bowling Writers.
3. Accept membership applications and dues.
4. Issue membership applications and dues.
5. Furnish the President a monthly financial report, including bank and/or savings and loan statements.
6. Co-sign withdrawals with another authorized signature.
7. Record and mail Advisory Board minutes to board members.