

## **Omega Leo Medical Explorer Job Description Treasurer**

The Treasurer is responsible for collecting membership dues from all members each semester, and preparing a spreadsheet showing all paid and unpaid membership fees. This spreadsheet should be prepared for each month. Submit the spreadsheet to the President, Vice-President of Systems, Vice-President of Operations, and Senior Advisor. All collected dues should be deposited within a week or receipt. Dues may be collected using financial services such as Venmo or Square. These funds are to be deposited into our General Account.

Additional fees collected include any charges for training certificates (usually only the BLS CPR and First Aid certificates). There may occasionally be charges for advanced training or certifications such as Wilderness First-Aid or Emergency Medical Responder. These funds are to be deposited into our CPR Account.

Work with our Senior Advisor to set up and establish the two accounts.

Our Omega Leo Medical Explorers have two bank accounts. One for general expenses and a second for operation of our CPR Training Center. If our electronic financial service only deposit into one account, it is **your responsibility to transfer any funds into the proper account**. Members may make only one charge to their credit cards, so it is your responsibility to transfer funds as needed between the two accounts. Submit a monthly report for **each of these accounts** to 1) the Vice President of Systems, 2) President, and 3) Senior Advisor. The monthly report is an accumulative report for the year, beginning with July 1 and ending on June 30. We begin our annual reporting in July due to our activities that may begin prior to the beginning of the fall university semester. As a newly appointed Treasurer, you may need to close the annual reports that have been maintained by a previous Treasurer. Seek the advice and help of our Senior Advisor if necessary.

**You will prepare TWO monthly reports for our accounts – one for the General Account and a second for the CPR Training Center Account.** All supplies used in our volunteer responsibilities are charged to our General Account. All supplies used in teaching CPR and First-Aid certification classes are charged to our CPR Training Center account. Deposits into the General Account may include

gifts, grants, or donations for supplies. Anytime such a financial donation is received, a notice is to be provided to you (our Treasurer) by the Senior Advisor as to the origin and purpose of the funds received. You'll show these funds as a deposit into our General Account.

The General account is for deposit of membership dues and payment of our membership fees to Scouting America. Our Senior Advisor will pay Scouting America as new applications are processed or upon recharter at the beginning of the calendar year.

In addition, any funds collected from members for items such as t-shirts, scrubs, or polo shirts are to be deposited in the General Account. The treasurer will collect payments for any other supplies sold by the post. These deposits should be reported on the General Account monthly report. Orders for these major items are usually made "in quantity" as we can afford them.

All supplies needed for our volunteer activities are to be purchased out of our General Account. Purchases in bulk for supplies are usually made by our Senior Advisor. You may reimburse expenses for supplies that were purchased in the field by a Crew Chief if necessary for the operation of our crews away from San Marcos and our supply inventory. Things happen sometimes and we never want our first-aid crews to operate with inadequate supplies. Be sure to record the expenditure on your monthly report with an explanation of what was purchased.

All supplies needed to teach CPR and First-Aid classes are purchased out of the CPR Training Center account. While you have responsibility to deposit funds into the CPR Training Center account, the Director of the CPR Training Center has responsibility to keep our supplies at an adequate level and making supply purchases. Any purchases out of this account by the CPR Training Center Director are to be reported to you for inclusion on the monthly report for the account.

Payments by our members for CPR or First-Aid courses are to be collected and the CPR Training Center monthly report will show the deposit by member name. This monthly CPR Training Center report showing paid students is provided to the CPR Training Center Director and will be shared with our CPR/First-Aid instructors. Payment for the CPR course is expected prior to the class, but each class instructor

may teach the class to a member and then follow-up with the member to ensure all have paid for the course **before the Certification Card is distributed**. Any funds collected on-site or for certification instruction by an instructor are to be given to you for deposit promptly following the course. The CPR instructor is to provide the name of the member who may be paying onsite for the course. Certification students may need to pay by credit card at a regularly scheduled meeting following a class that they attended. You are to notify the CPR/First-aid instructor that a student has just paid for a class already attended so that their certification card can be delivered.

In case of CPR or First Aid certification for customers outside of our Omega Leo Medical Explorers an invoice will be prepared and mailed by the CPR Training Center Director. The CPR Training Center Director is to submit a copy of the invoice for outside CPR or First-Aid training to the Treasurer. Any checks received are to be deposited into the CPR Instruction Account within five business days of receipt. It is the responsibility of the CPR Training Center Director to provide a copy of the invoice to you, our treasurer.

In addition, the treasurer is responsible for keeping the Venmo and Square credit card readers and their operation. A Square credit card reader may be distributed to the Assistant Treasure to use in collecting payments by our members. At least one of you are to be available at very weekly meeting. It will enable a quicker process if both you and the assistant Treasurer are present at our regular meetings early in the semester, as many members may need to make payments before or after a meeting. If available, either you or the assistant Treasurer may announce that someone will be available before our meetings to accept payments. Either you or the Assistant Treasure are to be present and available to accept payments by credit cards at all of our regular meetings.

Supplies used in our **volunteer responsibilities are to be purchased out of our General Account**. It will be the responsibility of the Senior Advisor to reorder supplies when necessary. A copy of the purchase receipt will be provided the Treasurer to be shown as a debit on the monthly report for the General Account. The Treasurer is to reimburse any crew chief who needed to purchase supplies for their responsibilities during any volunteer event. Reimburse the crew chief by

writing a check on the General Account. It will be helpful if a receipt is provided by the crew chief who made the purchase. In this case, the monthly report for the General Account is to show the expense by what was purchased, the name, and position of the officer or crew chief who purchased the item. Please monitor the expenses submitted by others and alert the Senior Advisor if any expense seems out of order.

Reimbursements for operational supplies to others may be necessary when those individuals have purchased supplies for the completion of their responsibilities. The Secretary, for example, may need reimbursement for thank you cards and postage. Some supplies may be ordered by our Senior Advisor using the post debit cards. Our Senior advisor will typically keep the debit cards, and may need to purchase supplies used in our volunteer operations or supplies used in our CPR and First-Aid courses. Other leaders, will rarely make direct orders using the debit card but are to inform you when supplies are purchased. Similar to purchases made by student officers and crew chiefs, the monthly report is to show the name of a Senior Advisor making any purchase on the monthly report.

Lastly, the Treasurer is responsible for any other financial collections from rare fund-raising events. These funds would normally be deposited into the General Account. If such occurs, you will usually be in close communication with the Senior Advisor.

Bills may be paid using either checks or a debit card. As a general rule, you as our Treasurer will make payments or reimbursements using a check for the appropriate account. Reports for each account are to show any purchases made by either check or debit card.

An accumulative financial report for each account is to be prepared for the Fall semester and continued into the Spring semester and summer. The End-of-Year Report will end and be inclusive up to June 30.

Debits for the use of Square or other means of accepting credit cards are to be shown on the monthly reports so that our monthly reports and account balances match.

Two checking accounts are maintained – one for General operational income and expenses, and a second for CPR related income and expenses.

It is your responsibility to review and update this job description and the assistant Treasurer before new officers and liaisons are brought onboard early in the spring semester. You are to also write, review, and update any Standard Operating Procedures related to your position or activities of the Assistant Treasurer.

Modified: August 27, 2016

Last Modified: January 15, 2026 by Dr. Charles Johnson