



## Adult Treasurer Position Description

### Requirements:

- Must be an enrolled 4-H leader
- Agree to a 1 year commitment

### I agree to perform the following duties:

- Help guide youth treasurer to learn accounting skills
- Provide financial policy oversight
- Attend 2 financial peer reviews annually (usually February and July)
- Submit final financial reports with youth
- Act as signatory on bank account
- Attend monthly club meetings
- Assist with yearly club budget
- Assist youth with writing checks and processing payments following 4-H procedures
- Read the California 4-H financial policies

### In return, I will receive the following:

- Access to audio visual material and equipment, as well as library resources and project kits, are available for use on a reservation and check-out basis
- Annual county-wide education activities
- County-wide information emails listing events, deadlines, and information relevant to ongoing club planning
- Support in the form of consultations, club visits, and trainings are available from the county 4-H staff

Club Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_