

Treasurer

Home position - 1 person

OVERVIEW

Keep track of budget and expenses

GOALS

1. Make sure Drama Club stays within Budget
2. Communicate clearly with Directors and Home & School Club
3. Collect receipts and reimburse in a timely manner
4. Keep track of expenses (even if not reimbursed) for future Budget configurations

TIMELINE

Off and on throughout Production/perhaps in weeks to follow

QUALIFICATIONS

Experience with Google Spreadsheets and accounting helpful