

**CAOMS
Statewide Board Treasurer
Volunteer Job Description**

Job Title:

CAOMS Statewide Treasurer

Job Summary/Responsibilities:

- Keep accounting of the statewide treasury
- Pay bills that are due, yearly filings with the IRS and State of CA.
- Preparing yearly statements to present at statewide meetings.
- Monthly *autopay* account with Earthlink needs to be accounted for and yearly minor fee to maintain our web address.
- Not more complicated than general household finances.

Qualifications:

- No specific qualifications or complex skills needed.
- You will need to maintain the CAOMS checking account with a bank of your choice.

Time Commitment:

- Probably will take one hour of your time each month.

Benefits:

- ACVREP points towards recertification

Contact:

- Current Statewide Board Treasurer, Vince Fazzi (vfazzisr@gmail.com) will be able to support new board treasurer with the transition