

## Monthly List of Duties for Assistant Treasurer

### April

Post reminder that state dues are due Jun 30th - Club Presidents will receive Membership and Dues Packets from their District Director at their Spring Meeting. If you have not received your packet by the end of May please contact the Assistant Treasurer.

### May

Attend Finance, Executive and Board Meetings

### June

#### Receive Dues

Reconcile Dues Paid to Number of Members

Make Copy of Check save with forms

When making the deposit send copy to Treasurer with second copy of form

Send Updates to WVGC Garden News

Put Note in Garden News Reminding Clubs to Pay dues

Update Spreadsheets

Send a complete list of names and addresses when notified by the WV News Editor

[Laura@progressive-printing.com](mailto:Laura@progressive-printing.com)

[Only send when the Garden News is being printed](#)

### July

Receive Dues and Reconcile Issues

Update Spreadsheets

Second week in July contact District Directors about unpaid dues.

Mass Update for Paid Thru Date

Send backup copy of Spreadsheet to \_\_\_\_\_

### August

Receive Dues and Reconcile Issues

Reach out to clubs about unpaid dues

Update Spreadsheets

### September

What reports are needed for the board meeting

Send Report of Missing Dues to District Directors/ State President

Get envelopes for next President Packets from State President

Send Address for Garden News

Attend Finance, Executive and Board Meetings

## Monthly List of Duties for Assistant Treasurer

Oct

Pay National Dues – send member count to Treasurer  
Send

Nov

Calculate Membership % of new members for Awards Committee

Jan

Drop Delinquent Clubs from Member list with Presidents Approval  
Send Addresses for Garden News  
Send Garden News List

Feb

Mar – Prepare President Packets

1. Dues Summary Form
2. Membership list - Handle members in duplicate clubs
3. Print mailing labels
4. Envelopes