

AHCCS&T

Treasurer Minimum Standards

Association of Harvard College Class Secretaries and Treasurers



Suggested Minimum Standards for Class Treasurers

1. Attend the annual meeting of the AHCCS&T.
2. Attend Class Committee meetings, Reunion meetings, and Class activities whenever possible.
3. Complete a Summary Financial Report for each calendar year and submit it to the Class Committee, the Class Secretary, and the HAA office by April of the following year.
4. Monitor all Class accounts on a regular basis and communicate with the Class Secretary and other Class Officers if funds are low.
5. Keep the Class Committee, the Class Secretary, and the HAA office aware of Treasurer's current address and telephone number, and the location of all Class accounts.
6. Ensure that all Class bank accounts are signed by at least one other Class Officer and/or one of the Directors on the HAA staff.
7. Ensure that all Class bills are paid in a timely manner including those handled by a Reunion Treasurer or Special Event Treasurer (if designee is other than Treasurer).
8. Work in partnership with the HAA and Reunion Treasurer (if designee is other than Treasurer) to ensure sound Reunion budgeting.
9. Has the latitude to appoint an Assistant Treasurer.
10. Forward class notes and any other classmate information received to the Class Secretary.
11. Work with HAA Office, the Class Secretary, and other class officers to find a successor if necessary and assist on other projects as needed.