

## ASSISTANT TREASURER

### DEFINITION:

Performs functions that are not assigned to the Treasurer. Responsible for collecting the dues of the club and maintaining a record list of members in good standing.

### CLUB MEETING DUTIES:

- Assist with auction by collecting money for auctioned items, including providing change as needed
- Sells and collects money for raffle ticket sales at meetings, shows and other club events

### MONTHLY DUTIES:

- Attend monthly Board Meetings
- Assist at SVCC Spring/Fall Coin Shows