

Treasurer position (volunteer)
Pleasanton Art League

The Pleasanton Art League (PAL) is searching for a Treasurer. PAL has about 175 artist-members whose art experience ranges from beginner to professional. Members enjoy monthly demonstrations and guest speakers, showing their work in local shows, workshops, and fun get-togethers. We have an active, engaged board of directors and strive to present an interesting venue of activities and educational experiences for our members and to the public. We actively support our town and schools through educational programming and monetary awards.

PAL is supported by an all-volunteer board of directors with a wide array of backgrounds. Some of us are working artists, and others are art-connoisseurs and art-appreciators with backgrounds in business and software development. But we all come together under the belief that art is important and strengthens our community.

Our new Treasurer will be responsible for the following:

Bi-weekly

- Deposit checks for membership renewal and art show registration. Most membership checks will arrive in January and February. We have three shows per year in which 20-25 members participate. Our current Treasurer deposits checks via mobile app. We are currently updating our website to accept on-line payments.

Monthly

- Attend our board meeting (1.5 hours) in which the Treasurer shares a monthly report for cash accounts; current balance, deposits and spending.
- Collects receipt requests from committee chairs for reimbursement of expenses.

Semi-Annually

- Collects budget estimates from committee chairs at the beginning of the year, and creates a simple report to reflect estimated vs. actual spending.

Annually

- Prepare tax form 990

Please contact:

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