



Guadalupe Home & School Club

Co-Treasurer

General Duties:

- Co-Treasurer shall assist the treasurer as needed with tracking and recording of financial transactions, payment of invoices and any other duties as agreed
- Co-Treasurer leads the reimbursement process
- Co-Treasurer shall liaise with fiscal personnel from other institutions to ensure smooth operations and compliance with financial regulations
- Be present for monthly All Member GHSC Board Meetings.