



Fort Cavazos Family Scholarship Fund

PO BOX 5299 Fort Cavazos, TX 76544

www.fortcavazosscholarship.org

president@fortcavazosscholarship.org

Treasurer

The Board is looking for a dependable and detailed Treasurer with past or current related experience. Ideal candidates may have a job or education in finance/accounting/bookkeeping, experience as a Treasurer for an SFRG or previous experience serving on a scholarship board. The expected average time commitment for the Treasurer is 3-5 hours per month.

Note: Board Members may not apply or have any family member apply for a scholarship while serving on the Board.

The Treasurer shall:

- a. Be directly responsible for all collections, disbursements, deposits, and preparations of monthly financial statements.
- b. Provide copies of the financial reports to all members.
- c. Submit a copy of the monthly financial report and the monthly bank statement to the Installation Commander (via the Director, Family and MWR).
- d. Sign all checks.
- e. Maintain a record and account of all property.
- f. Collect and distribute all postal mail to The Fund.
- g. Arrange for a yearly audit or an audit if there is a change in the office of the Treasurer and arrange for the filing of the yearly Federal Tax Return.
- h. Procure the position schedule bond for the Secretary and the Treasurer.
- i. Generate award letters, payments and other financial documents for scholarship awardees and their respective colleges/universities