



## **Lowcountry Master Gardener Association Job Description - Treasurer**

The Treasurer of the Lowcountry Master Gardeners Association (LMGA) is responsible for and oversees the financial administration of LMGA. The Treasurer is part of the Board team that is responsible for directing and managing the overall operations of the Association.

### **Responsibilities:**

- Is a certified active South Carolina Master Gardener and a member in good standing with LMGA.
- Collect all funds due to LMGA and place the funds in the depositories designated by the Board of Directors.
- Disburse funds according to the annual budget approved by the Board of Directors, or as otherwise directed by the Board of Directors. Checks of \$500 or more must be signed by two Board Officers: Treasurer, President or Vice-President.
- Maintain a full and accurate account of receipts and disbursements.
- Submit a financial report in writing at all meetings of the Board of Directors.
- Assist in the annual audit as needed.

- Make the checkbook and bank statements available to the Board of Directors, upon request.
- Maintain adequate liability insurance for LMGA functions as directed by the President.
- Make copies of the budget available to all Membership annually.

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