

## **SECRETARY/TREASURER RESPONSIBILITIES**

(as of September, 2024)

**Maintain Checking Account (1<sup>st</sup> Bank) – Collect all revenue, pay expenses**

**Insure Collection of All Assessments**

**Reserve Room for Annual Mtg (Wheat Ridge Rec Ctr) Dec//Jan**

**(Meeting is last Tuesday of February)**

**Update Databases – Assessment & Contact (Dave Devine prints notices)**

**Mail Notices & Assessments (NLT 30 days before meeting)**

**Prepare Treasurer's Report**

**Prepare Minutes of Annual Meeting**

**Publish notice of annual meeting in local Your Hub**

**File Federal Form 990-N by May 15**

**Complete “Renewal Questionnaire” for insurance**

**Prepare and Issue New Stock Certificates**

**For shareholders in arrears, prepare certified mailing and conduct auction at annual meeting**