

**Bellingham Friends Meeting**  
**Associate Treasurer – Job Description**

Purpose:

- The Associate Treasurer is a position of support to the current Treasurer and position for learning the job of Treasurer in order to become the Treasurer.

Responsibilities:

- Spend time with Treasurer as required to observe how the work is prepared and systems used.
- Learn how to fulfill the Treasurer position's job responsibilities.
- Fill in for Treasurer as required.
- Attend Finance Committee meetings.

Term: 1 year

Job description approved March 5, 2018