



*IN TRENTON WE MEAN BUSINESS!*

## **TBA Treasurer Job Description-Adopted Amends Article VII-Officers 12/9/04**

### **Responsibilities:**

- Actively recruit new members
- Follow up on all potential members as directed by board
- Provide ideas, suggestions, comments for TBA advancement at monthly meetings and at board meetings
- Check PO Box weekly and distribute mail to board as needed
- Send monthly mailing out by the 1<sup>st</sup> of the month
- Account of all funds and report at monthly meetings
- Provide an annual report and budget
- Help run TBA booths at various Business/Social Events