UConn Pre-Dental Society Treasurer Duties

Hello! If you are reading this, it means you are either interested in becoming or already are the Treasurer of the Pre-Dental Society!

Below are the minimum requirements and expectations associated with the Treasurer position. These are the minimum so do not be surprised if you are asked to do something not listed.

Duties:

-Keep track of and maintain the Society’s funds

-Collection and deposit of dues

-Maintaining records of membership dues and receipts

-Work with other officers to create budgets for events (i.e. Talent Show)

-Reimburse students when applicable and maintain detailed records

-Make purchases on behalf of the Society

-Alert the other officers and advisor on the current state of the Society’s account