

**POPS Treasurer:**

The POPS Treasurer is a member of the Executive Committee who oversees the financial management of the organization. Key responsibilities include: attending all executive and general board meetings, advising the Executive Committee on financial protocols and management, preparing financial reports for board meetings, reviewing budgets for large events and productions, maintaining the POPS bank account and managing the budgets for the fiscal year, preparing tax documents, and overseeing the long-term fund. The treasurer also provides support to productions in the form of start up cash and reimbursement to volunteers. Knowledge of Quickbooks is used for record keeping. This position is for someone who knows how to crunch the numbers but wants to have the inside scoop on all the drama!

**POPS Assistant Treasurer:**

POPS Assistant Treasurer (or Runner) is a terrific asset to the main Treasurer. If you are checking out the role of Treasurer and aren't quite ready to take the plunge, please consider taking on this position. This role would take over the job of providing support to productions in the form of start up cash and reimbursement to volunteers. It would be so useful to the Treasurer and a perfect way to help the organization!