

## **JOB DESCRIPTION: SECRETARY/TREASURER**

### **PURPOSE**

To describe the roles and responsibilities of the secretary/treasurer of the Department.

### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Keep minutes of all department business meetings.
- To read all correspondence and documents, and to carry out all correspondence requested by the department
- Maintain a current list of all members and their contact information
- Receive all monies or gifts paid or donated to the Department
- Provide monthly financial reports as to the status of Department accounts
- Maintain accurate records of call attendance
- Maintain records of department payroll activities
- Complete full NFIRS reports of all incidents and emergency responses that occur.