

# Treasurer

## Job Description and Responsibility

Commitment (approx): 4 to 6 hours average per month

Duration of Assignment: Two year renewable term. Appointed by unanimous Board's approval. When personal priorities take precedence, notify the Board to find a replacement

Benefits to Volunteers:

•Personal gratification of giving back to alma mater by building the best alumni foundation

Roles & Responsibilities:

- Prepare and file annual IRS and state tax returns
- Keep all non-profit paperwork current
- Manage US bank accounts records
- Disburse funds as approved for Programs
- Keep donor list – contact info and amounts on QuickBooks
- Prepare financial summary for Board meetings
- Any other activities as required from time to time



The banner features a group photo of people at the top with the text "Together, for Roorkee ...". Below is a large image of a hand holding a coin, with the text "We can make a difference." and "SUPPORT.....". A list of activities is provided: Excellence Awards, Research & Publications, Internships & Placement, Entrepreneur Mentoring, and Alumni Guest Lectures. The vertical text "IITR HERITAGE FUND" is on the right. The bottom section shows a photograph of the IIT Roorkee building with the text "IITR HERITAGE FUND" and "WWW.IITR-HERITAGEFUND.ORG". The IIT Roorkee logo and name are at the bottom.

Together, for Roorkee ...

We can make a difference.

SUPPORT.....

- ◆ Excellence Awards
- ◆ Research & Publications
- ◆ Internships & Placement
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Roorkee