



The Fort Hood Military Family Member Scholarship Fund

Post Office Box 5299, Fort Hood, Texas 76544

Treasurer

The Board is looking for a dependable and detailed Treasurer with past or current related experience. Ideal candidates may have a job or education in finance/accounting/bookkeeping, experience as a Treasurer for an FRG or previous experience serving on a scholarship board. The expected average time commitment for the Treasurer is 3-5 hours per month.

The Treasurer shall:

- Be directly responsible for all collections, disbursements, deposits, and preparations of monthly financial statements.
- Provide copies of the financial reports to all members.
- Submit a copy of the monthly financial report and the monthly bank statement to the Installation Commander (via the Director, Family and MWR).
- Sign all checks.
- Maintain a record and account of all property.
- Collect and distribute all postal mail to The Fund.
- Arrange for a yearly audit or an audit if there is a change in the office of the Treasurer and arrange for the filing of the yearly Federal Tax Return.
- Procure the position schedule bond for the Secretary and the Treasurer.
- Generate award letters, payments and other financial documents for scholarship awardees and their respective colleges/universities



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Treasurer Application

Name: _____ Date: _____

Phone Number: _____ Unit: _____

Email Address: _____

Are you or a family member planning to apply for a scholarship? Yes No

Please share why you are interested in this role:

Please share any experience and education you have relevant to this role: (see description below)