

PURSEWARDEN

I hereby agree, as the **Pursewarden** of CedarLight Grove, ADF, to abide by the following terms of my **elected** position. Should I neglect to fulfill my duties listed below, I acknowledge I may be removed from my position, as well as be denied the ability to run for an appointed or elected position for a period of time to be decided by the Witan.

Duties:

- The Pursewarden is required to be a member of ADF, as well as follow all the requirements of the CedarLight Grove Witan, as well as the voting members of CedarLight Grove.
- The Pursewarden should have a clean financial record.
- The Pursewarden should be able to mediate and divert problems that arise within the Grove.
- The Pursewarden shall at no time use Grove funds for anything other than CedarLight Grove purposes decided by the Witan.
- The Pursewarden will prepare monthly reports on financial expenditures and income and provide them to the Witan.
- The Pursewarden should understand and have access to the library system to assist membership with checking out books.
- The Pursewarden must be available to regularly gather donations at the Grove and at Grove functions for deposit.
- The Pursewarden shall deposit funds no less than monthly and keep regular track of Grove finances. If unable to deposit funds, the Pursewarden must ask the Senior Druid to do so in their place.
- The Pursewarden shall work with the Membership Coordinator to process memberships within the Grove.
- The Pursewarden is required to attend 75% of Witan meetings per year. If unable to attend, s/he shall provide a Pursewarden's report to the Scribe before the meeting.
- The Pursewarden shall keep track of CedarLight Center rent payments and inform the Witan of any late payments.
- The Pursewarden is to keep a monthly backup of any electronic financial records and submit them to the Webscribe for archiving.
- The Pursewarden shall sign all checks, drafts, contracts, and other instruments for the Corporation; shall have custody of all moneys of the Corporation received or disbursed; shall deposit all moneys and valuables in the name of and to the credit of CedarLight Grove, ADF Inc. in such banks or other financial institutions as the Witan shall designate.
- All checks or other financial instruments involving sums greater than (US) \$500 shall require the approval of the Witan.
- The Pursewarden shall be responsible for keeping the Corporation's financial records according to generally accepted accounting principles for nonprofit corporations; will generate yearly and quarterly financial reports for the Witan; and may perform all those other duties that would otherwise be performed by a corporate Treasurer

- The Pursewarden shall draft a proposed yearly budget and present at the yearly budget meeting usually in January.
- The Pursewarden shall create tax receipts each year for all donations to CedarLight Grove. These receipts must be mailed or hand-delivered to the donators before February 1st of the next tax year.
- The Pursewarden shall prepare a budget document for the yearly budget meeting within CedarLight Grove.
- The Pursewarden will have completed or will be actively working on their Dedicants Program.
- The Pursewarden must be familiar with the Grove Organizer's Handbook and the Leadership Handbook.
- The Pursewarden should be accessible to all members; their phone number and e-mail address should be posted publicly to the membership.

Requirements:

- Must have excellent organizational skills
- Must have regular computer and internet access, as well as the ability to check email several times a week
- Must have good mathematical skills
- Must attend all Witan meetings or provide report to the Scribe monthly, quarterly, and as requested by the Witan
- Must be a member of ADF, as well as a member of CedarLight Grove for at least a year.
- Must have access to a computer which can run MS Money 2007 or Quicken. This software will be provided by the Witan.
- Must be able to provide financial records at the request of any member.
- Must be very familiar with the CedarLight Grove and ADF bylaws and policies.
- Must have transportation to make deposits regularly
- Must maintain a current membership within CedarLight Grove and ADF
- Must not owe funds to CedarLight Grove before being elected

Signed: _____

Date: _____