

Job Description

Treasurer

Definition-

The Treasurer shall collect the revenues of the Association, have custody of its funds, make such expenditures as may be authorized by the President and/or the Executive Board and keep a record of all money received and expended. The Treasurer shall present a report of the fiscal status of the Association at each meeting and in cooperation with the President-Elect shall prepare an annual budget.

Supervision-

This position is overseen by the President, President Elect, and the Executive Board

Duties to include:

- Accepting payments on behalf of MeCA
- Writing checks as needed to fulfill outstanding commitments
- Entering pertinent financial transactions into Quickbooks.
- Preparing financial reports for Conference Committee and Executive Board meetings
- Prepare the annual tax filing in July of closing year
- Budget presentation at the Annual Conference to membership
- Answer financial questions posed by members
- May be asked to provide additional financial tasks; ie. Gift purchase, ordering conference supplies, etc.