

POSITION: Assistant Treasurer

PURPOSE:

The Assistant Treasurer supports the Treasurer who is the custodian of all financial transactions and financial reports of the Association.

DUTIES:

The Assistant Treasurer shall:

1. Receive and record all revenue received on behalf of the Association.
2. Assist the Treasurer in the preparation of the Treasurer's report and activity (revenue/expense) reports for each Board of Directors' meeting.
3. Assist in preparing the year-end Treasurer's Report for distribution at MSFAA Winter Conference.
4. At the direction of the Treasurer, assist outside firm in preparation of an Association audit and tax return preparation, i.e., Form 990, Form 1099, and Michigan Non-Profit Corporation form.
5. Work with the Treasurer to prepare annual budget for Board of Directors approval under advisement of the Finance Committee.
6. Serve on the Finance Committee.
7. Reconcile membership dues collected with membership names provided by Membership Chair.
8. Reconcile conference attendees and fees with Conference Program Committee Chair.

MEMBERSHIP:

The President will appoint the Assistant Treasurer from the MSFAA membership. At the MSFAA Winter Training Conference, the Assistant Treasurer assumes the position of Treasurer for the following year.

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