

POSITION: Treasurer

PURPOSE:

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

DUTIES:

The Treasurer shall:

1. Receive and record all revenue received on behalf of the Association.
2. Maintain the checkbook and other asset accounts, including recording deposits, paying bills and reconciling monthly statements.
3. Prepare the Treasurer's report and activity (revenue/expense) reports for each Board of Directors' meeting.
4. Prepare year-end Treasurer's Report for distribution at MSFAA Winter Conference.
5. 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.
6. Prepare annual budget for Board of Directors approval under advisement of the Finance Committee.
7. Serve on the Finance Committee.
8. Reconcile membership dues collected with membership names provided by Membership Chair.
9. Reconcile costs of MSFAA conferences, support staff workshops, leadership retreats, etc., with Professional Development Chair.
10. Reconcile conference attendees and fees with Conference Program Committee Chair.

MEMBERSHIP:

The President will appoint the Treasurer from the MSFAA membership.

Revision Date: 3/07