

Illinois Prairie Weavers

Treasurer Responsibilities

General Duties

The Treasurer is an Officer of the Guild, and, as such, is one of the elected positions of the Guild. Only a member in good standing for at least one year may serve as Treasurer. Each term is for one year, and a person may serve for two consecutive terms.

The Treasurer serves as the Guild's banker, collecting and holding the Guild's money, paying bills, maintaining the Guild checking account, and reporting to the Guild with respect to all financial matters. The Treasurer also works to prepare and present the Guild's annual budget for the coming year.

As an Officer of the Guild, the Treasurer is a member of the Executive Committee and a member of the Board (job descriptions are attached) and expected to attend and actively participate in those meetings.

Specific Duties

Take possession of the Treasurer's records from the prior Treasurer as soon as possible after you begin to serve and the outgoing Treasurer's books have been reviewed. Organize them for yourself and make sure you have any supplies you need.

Obtain signing authority on the checking account immediately upon being elected Treasurer, working with Guild leadership to remove the prior Treasurer's name and address from the Guild checkbook and substitute yours. The other signatory (for emergencies only) is Barbara Holman, and her Social Security number is used on the account, which is non-interest bearing.

Attend the July organizational meeting with the entire Board to plan the coming year. The budget will already have been established in June. Meet with the outgoing Treasurer to learn specifics about doing the job, or

train your successor.

Attend monthly Guild and Board meetings, reporting as Treasurer and obtaining input or assistance you need for Treasurer or other matters. Present a written report, giving copies to the President and Secretary (for the Minutes).

Maintain the guild checkbook. Keep the checkbook balanced at all times and be aware of upcoming expenses that will need to be paid.

Work with the First Vice-President to know in advance what checks will need to be paid at each meeting

Collect money at each meeting, keeping careful track of the source of funds (dues, workshops, donations, raffle, etc.). Deposit money promptly into the checking account. Dues should be collected by the Membership Chair, recorded, and then the money given to you. If you receive dues directly, be sure to notify the Membership Chair immediately for accuracy in those records.

Maintain the financial database, tracking income, expenditures and budget status.

Know the budget. Expenditures itemized in the budget (which establishes maximum amounts) may be paid without further Guild approval, as well as unspecified miscellaneous expenses under \$25. Non-budgeted expenses over \$25 must be approved by the Guild by a vote at a regular Guild meeting.

Write checks to pay necessary guild expenses authorized by the budget; be sure to have proper documentation of each. Keep good records for the annual review.

Lead the budget process in the early spring with the Vice Presidents and the Executive Committee, estimating income and expenses for the coming year. The budget must be approved by the Executive Committee, presented to the Guild in April or May, and voted upon in May or June. A sample budget outline is attached.

Make periodic reports in the Guild newsletter and Guild e-mails, if desired.

Prepare records for review each year in June at the close of the fiscal year. A Fiscal Reviewer is appointed to review the books as soon as possible after the June meeting. A copy of the Reviewer's checklist is attached.

Review this job description (and any checklists) for any updates you can recommend to improve or clarify it for future volunteers recruited.

Make a written summary report to the Executive Committee in June.

Keep good records and train your successor

Recommended Abilities

- basic organization and math skills
- own and use a computer
- be comfortable with e-mail
- experience with Excel spreadsheets

Estimated Time Commitment

- ~ 4-6 hours a month
- ~ Plus time at Guild and Board Meetings

(07-05-12- Barbara Holman)