

Village Quilters Job Description

Treasurer

Duties of Treasurer:

- A.** Outgoing officer shall turn over all books, records or files to their successors.
- B.** Work within the guidelines of this office as set forth in the applicable Job Description as maintained within the Secretary's files.

The Treasurer shall:

- a) Be the chief financial officer of the Guild.
- b) Have the general care and custody of all securities and funds of the Guild.
- c) Collect and disburse the funds of the Guild as authorized by the Executive Board.
- d) Present a financial report at each meeting of the Executive Board and of the Guild.
- e) Present a checkbook reconciliation report at each meeting of the Executive Board.
- f) Present the records for an annual audit.
- g) Be authorized to sign checks of the Guild.
- h) Present a proposed budget for the next calendar year and a projected budget for the subsequent three (3) years to the Board at or prior to the October Board meeting for adoption. The adopted budget will be presented to the membership subsequent to board approval.
- i) A retention policy shall be observed as set forth on the Record Retention Policy Schedule attached and incorporated herein.

Financial Policies and Procedures:

- a) All fees related to Guild dues and activities shall be by check only. No cash will be accepted unless noted otherwise.
- b) Fees for any class, workshop, lunch or trip will not be refunded unless the participant cancels prior to the announced deadline.
- c) Workshop instructor appreciation gifts shall be in the amount of \$5.00 per registered member for the workshop less actual cancellations.
- d) The program chair has the authority to commit money as designated in the approved budget, absent a signed formal contract.

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- e) A guest fee of \$5.00 may be collected at the entrance for meetings designated by the Program Chair as being professional speaker programs. If a guest pays the \$5.00 fee and then joins the Guild that day, the guest fee will be applied towards the full membership dues.
- f) The Guild may underwrite speaker class fees up to or equal to the dollar amount it would cost to cancel the class if already past the speaker's designated cancellation date.
- g) The Guild will underwrite the cost of tickets up to 5 honorary members for the luncheons as a thank you for charity work on the Guild's behalf. Further, the Guild may underwrite luncheon tickets for special invited guests as approved by the board from time to time.
- h) Annual dues will not be prorated as stated in the bylaws. However, any new persons joining on or after October 1 of any year shall be deemed to have paid in full for *the following calendar year* and will have member privileges for October through December of the current year.

Duties & Responsibilities:

- Gather all other documents as needed to update the financial permanent files in accordance with the Retention Policy Schedule prior to year end and forward any other original record to the secretary prior to year end if called for in the policy.
- Develop a budget for the following year and projections for the three (3) subsequent years. Projections for several years are needed because the Program committee may be committing Guild funds for speakers for as far out as 2-3 years. Actual program commitments, best guess estimates and an annual inflation factor increase should be applied to the three projection years. Solicit input from committee chairs regarding special funds needed for the following budget year.
- Work in conjunction with the Membership Chair with regard to the up-to-date list of paid members.
- Work in conjunction with other Committee Chairs whenever funds are committed or needed. Be aware of payment deadlines or commitment dates.
- Work in conjunction with the Workshop and Program Committee Chairs with respect to funds & fees collected for attendance at these activities.
- Be aware of the current annual commitments and follow-up to keep that list current as the Board approves any renewals of same. The address of the Guild is the Chota Rec Center. Therefore, all bills and statements are delivered to the Rec

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Center. Ask at the Chota Rec desk for expected financial mail. General mail received is to be given to the President.

- Notify and provide Secretary with any change or revision for job description as needed.

Calendar of Annual or Special Activities:

There is a listing by month of activities to monitor and be aware of. To print or update, please see the master hard copy or current file on disc in the Secretary's files.