

Village Quilters Job Description

Treasurer

(As of August 2010)

Duties According to Village Quilters Bylaws:

Article V: Section 4: The Treasurer shall:

- a) Be the chief financial officer of the Association.
- b) Have the general care and custody of all securities and funds of the Association.
- c) Collect and disburse the funds of the Association as authorized by the Executive Board.
- d) Present a financial report at each meeting of the Executive Board and of the Association.
- e) Present a checkbook reconciliation report at each meeting of the Executive Board.
- f) Present the records to the audit committee for an annual audit to be completed by the January Board meeting.
- g) Be authorized to sign checks of the Association.
- 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 November Board meeting for adoption. The adopted budget will be presented to the membership subsequent to board approval and prior to year end.

Policy & Procedures affecting Treasury activity:

Administrative:

- g) A retention policy shall be observed as set forth on the Record Retention Policy Schedule attached and incorporated herein.

Financial:

- a) All fees related to Association 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 either one week in advance of the event OR prior to the announced deadline whichever comes first. It is the responsibility of the participant to call the coordinator of the event to let them know they won't be attending, even if past the cancellation date, so that others on the waiting list can be contacted.

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- 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.
- 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. Further, if a guest pays the \$5.00 fee and then joins the Association that day, then 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 Association's behalf. Further, the Association 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 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:

- With respect to item (d) in bylaws, the report should, at least, consist of the monthly treasurer's report and the monthly report of the Summary of the Budget to Actual plus the latest available checkbook reconciliation report.
- 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.
- Present reports periodically during the year and at year end for Association activities and committees such as Programs, Workshops, Luncheons, bus trips, and a year end report of annual Revenues and Expenses.
- Develop a budget for the following year and projections for the three (3) subsequent years as stated in the bylaws. 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 needs for the following budget year.

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- 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.
- 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.