

ASCLS-Montana Position Description and Guidelines for Completion of Duties

Elected Position: Finance & Audit Committee Chair

Responsible To: Board of Directors

Term of Office: The Finance & Auditing Committee shall consist of one (1) member elected by the membership to serve a two (2) year term. The term of office shall extend from the close of one annual meeting to the close of the last annual meeting (a 2 year term).

Recommended Qualifications: One year active membership within the Society, and experience with the Society budget. Experience in accounting practices is beneficial.

Duties and Responsibilities:

1. Performs an annual audit of the financial books of the Society held by the Treasurer.

Guidelines:

- a. The audit is performed thirty (30) days prior to the Annual General Business Meeting.
- b. A written report of the year's activities shall be submitted to the Secretary prior to the annual meeting and presented to the membership at the Annual General Business Meeting.
- c. The following items will be reviewed during the audit:
 1. Authorized payments to the President, Board members, Committee members and other authorized expenditures.
 2. Expenditures not previously approved in the budget or special activities occurring from goals set by the Board (these should have been voted on by at least a quorum of the Board prior to payment of the expense).
 3. Voucher requests were submitted to the Treasurer before payment was made.
 4. Receipts were attached to the payment voucher requests.
- d. The following items are approved expenses of the Society:
 1. Mileage of 20 cents/mile for Board members to attend the Quarterly Board meetings or officers to attend required Regional meetings. IMSS travel expense to the required IMSS meetings is also 20 cents/mile.
 2. Expenses for postage, printing and telephone from Board members and approved committees.
 3. Preliminary funds to develop Fall and Spring conventions
 4. Miscellaneous expenses which were approved by the Board
 5. National ASCLS Convention expenses as predetermined in the budget by the Governing Board at the spring board meeting. The Board determines how the money will be apportioned among the Delegates to the Convention.
 6. Legislative Days expenses for the President-elect and other appointed person. The Board determines how the money is apportioned to each person.

2. Attends Quarterly Board meetings to report on activities.

Guidelines:

- a. Summer meeting – travel to meeting
- b. Fall meeting – travel to fall seminar for meeting or participate in teleconference call
- c. Winter meeting – travel to meeting or participate in teleconference call
- d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Convention

3. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT listserve to communicate with the membership.

Guidelines:

- a. Writes a specific article about committee activities when the publications editor requests it or
 - b. Volunteers to write an article pertinent to society activities
4. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).
 5. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
 6. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the Annual General Business Meeting
 7. Submits a written yearly report to the Secretary prior to the annual meeting. The report shall then be placed in the permanent file with the File Custodian.