ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: **Treasurer**

Responsible To: State President

Term of Office: The Treasurer shall be elected for a two (2) year term on alternate years of the Secretary. The term of office of each newly elected officer shall extend from the close of the first annual meeting to the close of the second annual meeting.

Recommended Qualifications: Preferred two year active membership, with past Board experience

Duties and Responsibilities:

1. Keeps an accurate account of the Treasury.

   Guidelines:
   a. Handles all transactions for the treasury account by recording all incoming and outgoing cash flow in a Society ledger or an electronic format.
   b. Monitors Society expenditures and compares to approved budget.
   c. Provides budgeting information upon request.

2. Obtains authorization to deposit income and write checks for legitimate expenditures incurred throughout the year.

   Guidelines:
   a. Sets up an account for deposits and check writing for expenses of society
   b. Writes checks when receipts are received.
   c. Pays all debts within 30 days of receipt of invoice.

3. Maintains savings account information and reports information at board meetings.

4. Prepares a budget at the beginning of each year.

   Guidelines:
   a. Solicits budgeting information from all committees and prepares a proposed budget.
   b. Submits the proposed budget for approval at the annual spring meeting.

5. Attends Board Meetings and submits formal Treasury report at each meeting.

   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

6. Submits Regional travel assessment to the Regional Treasurer.

7. Submits the Treasury account for audit to the Budget/Audit Committee chair once per year (usually prior or during the annual spring meeting).

8. Transfers all files to new Treasurer prior to their beginning office and acts as an advisor to the new Treasurer for one year.
9. 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

10. 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.
11. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, listserves, websites, *ASCLS Today*, *MLN*).
12. Submits all bank records to the File Custodian at the end of the year to be kept on file for seven (7) years.