



Position	Treasurer
Term of service	2 years, eligible for re-election (beginning July 1, ending June 30)
Purpose	<ul style="list-style-type: none"> To serve as a member of the executive board of MASEA, assisting in developing policies, procedures, and programs To lead or contribute to initiatives of the MASEA Board as needed To serve as primary fiduciary officer for MASEA organization Take on special projects/short term-committees as needed
Type of Position	Nominated by membership, elected by membership
Qualifications	<ol style="list-style-type: none"> Active member of MASEA Have experience of financial control, financial planning and budgeting; keen eye for detail Have experience with financial systems; software Accounting Experience Preferred Should be able to attend Regional Conference
Time Commitment Required	<ul style="list-style-type: none"> Board meetings: 1-2 hours per month plus prep time. May increase in final months leading up to conference. Regular communication with board: 1-2 hours monthly

Constitution Description

The Treasurer shall:

- Be the financial officer of the Association.
- Shall serve on the following committees:
 - Strategic Planning
 - Conference Planning
- Be responsible for membership records and work with the person in charge of the membership database.
- Arrange for a bi-annual audit when applicable.
- Prepare an annual budget for Presidential recommendation to the Executive Board

Detailed Responsibilities

- Be the Financial Officer of the Association
 - Banking/Reconciliation (Deposits, Checking)
 - Work with vendors and service providers, paying invoices, etc.
 - CD Account when applicable
 - W9 Filing to institutions when requested
 - Maintain Paid Membership Database and provide information when requested
 - Prepare and manage invoices to constituents for credit card payments.
 - Provide Letter of Receipts to Donors when necessary
- Participate in monthly phone conferences and annual board conference.
- Shall Serve on the following committees:
 - Strategic Planning
 - Conference Planning
- Work with Board to meet needs of Annual Conference
 - Serve on Committees
 - Work with VP of Prof. Development and Master Plan for Conference Sites
 - Review and Establish Tax Exempt Status for Conference Sites when possible

- d. Collection of Funds
 - i. Registrants
 - ii. Silent Auction
- e. Disbursement/Payment of Conference Costs
5. Be responsible for membership records and work with the person in charge of the membership database.
 - a. Collect Dues
 - b. Verify Information with members/institutions
6. Prepare and provide data as requested by Executive Board.
7. Prepare an annual budget for Presidential recommendation to the Executive Board.
8. Prepare year-end reporting requirement to IRS for 501c3 non-profit, tax-exempt status.
 - a. 990N or 990EZ as appropriate
 - b. Other required documents as needed
9. Train and Instruct New Treasurer as Needed
10. Update and Maintain Policy Procedure Manuals for Duties of Treasurer