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**Treasurer Roles and Responsibilities**

The treasurer will serve a two-year term with a maximum of two consecutive terms. You officially become treasurer after the summer meeting in June.

**PURPOSE AND RESPONSIBILITIES**:

Responsible for maintaining the financial data for the organization. Oversees and supports treasurer of Government/Non-Profit Fair.

**TIMELINE OF RESPONSIBILITIES**

* Receipt of membership dues (annually after July 1st)
* Receipt of meeting registrations (3 meetings per year)
* Pay expenses related to the operation of the organization (catering costs, speaker fees, board member expenses for meetings)
* Provide financial report at 3 meetings plus 3 board meetings throughout the year
* Maintain the various committee expense reports and monitor their expenses
* Balance organization checkbook monthly after receiving bank statement
* Monitor and maintain the PayPal account established for the organization
* Connect with treasurer of Government/Non-Profit Fair regarding account balances.

**GENERAL TIPS**

* Banking relations are currently maintained with Wells Fargo Bank
* Non-profit paperwork is completed and submitted by Terning & Ross Company in St. Cloud, MN. Address: 1938 W. Division St, St. Cloud, MN 56301; phone: 320-253-1886