

Treasurer

Purpose:

This position is responsible for maintaining the financial records and executing financial transactions on behalf of the Guild.

Term and Qualifications:

Elected for a two-year term. May not be elected to a third consecutive term. Bookkeeping or QuickBooks experience preferred. The current Nominations Chair may not be on the slate for this office.

Major Responsibilities:

1. Serves as a member of the Executive Board of Directors.
2. This position holds one voting position on the Executive Board of Directors.
3. Attends all Executive Board and Board of Directors meetings or submits a written report.
4. Collects and deposits all dues, fees, and other monies due and owed to the Guild from various Board members and Committee Chairs. Each deposit request from a Board Member or Committee Chair must include full details for the deposit.
5. Pays all Guild expenses. Ensures that all check requests for reimbursement include a receipt. All checks over \$1,000 must be co-signed by the President and Treasurer.
6. Keeps an accurate and up-to-date record of Guild finances in the current software program used by the Guild.
7. Reviews credit card transactions monthly (primarily for reconciliations); issues credits when asked.
8. Works with the President and Program Vice-President in preparing an annual budget for Executive Board approval.
9. Prepares a monthly report, including a balance sheet and profit/loss statement. Posts this report in the Guild's electronic document repository (Google Docs or similar) prior to each Board of Director's meeting. These reports serve as the accounting records required by law.
10. Answers questions and provides explanations, as required, for any Board member or Committee Chairs with respect to their specific expenses and revenues.
11. With Executive Board input, arranges for and maintains liability insurance for the Guild.
12. Manages financial investments as directed by the Executive Board.
13. Prepares W-9's from speakers and submits to accountant (In January) for required 1099 report.
14. Annually files the necessary forms as required by the IRS and State of Illinois.
15. Serves as Treasurer for the biennial Quilt Show by setting the budget, tracking expenditures, and preparing profit and loss reports for the show.
16. Prepares a well-organized submission of financial materials for an audit, if requested.
17. Maintains a list of the position's Guild-owned property and provides a copy of the list to the Secretary. The list may be electronic.
18. Picks up mail from the Guild Post Office box and handles distribution.
19. Regularly checks the Boards email account for position related correspondence.
20. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
21. Attends the transitional meeting and provides successor with information to ensure a smooth transition.

Prairie Star Quilters Guild
Position Description

22. Annually reviews its own position description and recommends changes as needed to the Board.