

## **Treasurer of the Board Job Description**

### ***October***

- Review evaluations.
- Prepare a report as Treasurer for presentation at the Summary Meeting.
- Attend the Summary Meeting.
- Bring a USB containing copies of templates and forms to Summary Meeting.
- Present any changes or recommendations to the Board for approval.

### ***November***

- Prepare a full Treasurer's report of last year's budget for presentation at the NEACTC meeting by the Chair.
- Prepare a budget for the new year. Said budget will be presented at the first meeting of the board after the NEACTC conference. Budget will be based upon estimates given by Curriculum Chair, Food and Banquet Chair and Logistics Chair on proposed expenses.

### ***December***

- Review the Finance and Investment Policy annually with the proposed budget. In the event there are policy changes the entire document will be signed and re-recorded in the Executive Board minute book. If there are no changes, a certificate of re-adoption will be filed in the Executive Board minute book.

### ***January***

- Present the annual fiscal report to the outside auditor/accountant or Auditing Committee no later than January 31<sup>st</sup>.
- Work with an accountant to prepare the IRS 990 tax return due May 1st and prepare the 1099 wage forms which are to be mailed no later than January 31<sup>st</sup>.

### ***March - April***

- Obtain copies of the instructors' contracts and prepare a preliminary payroll projection worksheet.
- Email or mail instructors their W2 and mileage/expense reimbursement forms.

### ***May***

- Obtain an insurance binder from our carrier and provide a copy to the President, Secretary and contracted educational facility.

***Week of NEMCI&A***

- Work with the Registration Chair to assist with the collection and receipt of monies owing. Deposit funds as soon as possible.
- Prepare a preliminary financial report for the wrap-up meeting with instructors.
- Prepare and distribute payroll at the wrap-up meeting.
- Pay the graduation banquet bill prior to leaving for the week. Provide a check to the Banquet & Food Chair for next year's deposit.
- All Board members are encouraged to submit their mileage reimbursement forms prior to the wrap-up meeting.
- Upon receipt of the bill from host site, double check with Logistics Chair and Food and Banquet Chair for the number of rooms used and meals served to compare with the actual bill. If there are discrepancies notify the Chair for further instruction.
- Pay any outstanding expenses and prepare for October final report.

***Throughout the Year***

- Initial, record and pay all bills and make any deposits. Provide a financial report for the Executive Board which will include year-to-date information and a listing of payables in accordance with the Finance and Investment Policy.

*Adopted by the NEMCI&A Board on: January 23, 2015*

*Reviewed and readopted by the NEMCI&A Board on: August 5, 2015*