

TREASURER OF THE BOARD JOB DESCRIPTION

October

- Review evaluations
- Prepare a report as Treasurer for presentation at the Board and Faculty summary meeting
- Attend the Board and Faculty summary meeting
- Bring a USB containing copies of templates and forms to Board/Faculty 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 31st
- Work with an accountant to prepare the IRS 990 tax return due May 1st and prepare the 1099 faculty wage forms which are to be mailed no later than January 31st

March - April

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

May

Obtain an insurance binder from our carrier and provide a copy to the President 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 faculty.

- 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 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