

## **TREASURER**

*Section 8. Treasurer. The Treasurer shall be responsible for all monies of the membership and keep the checkbook in order. The Treasurer shall pay all bills and be accountable for all financial matters. The Treasurer shall be responsible for taking and recording the dues of members and providing the information to the Membership Director in a timely manner. The Treasurer shall make the checkbook, bank statements and receipts for all bills paid available at least once a year to an audit committee appointed by the Board of Directors. The Treasurer shall perform other duties as assigned by the President and/or Board of Directors.*

### **Job Description:**

1. Attends all business and board meetings.
2. Votes as a board member.
3. Brings checkbook to all meetings to provide reimbursements if needed.
4. Sees that signature cards at the bank are updated each year.
5. Trains their successor.
6. Incoming Treasurer meets with the President, Vice-President, Program and Education Directors in December for budget suggestions and feedback. In partnership with the President and Vice-President prepares a budget proposal and presents it to the Board for discussion, makes changes and obtains board approval. Presents the approved budget at the first general meeting in January for membership's vote. Sends membership-approved budget to the Webmaster for the secure section of the website.
7. In partnership with the Vice-President and the representative of the business meeting venue, contracts for the Business Meeting facility rental for the year beginning in January. Handles monthly payment.
8. Collects receipts for reimbursement checks, writes checks for expenses, deposits incoming checks in bank accounts and maintains and reconciles the guild checkbook. Proof of purchase is required for reimbursement.
9. If possible, maintains complete accounting records in accounting software.
10. Signs and maintains the insurance contract, arranges for insurance certificates for all special events. Makes sure all liabilities are paid when due.
11. Presents a current Treasurer's report at the Business Meeting each month; also, sends a copy of the report to the President and Newsletter Editor monthly.
12. Maintains a current profit and loss statement to retain in the files and provides a copy to the President.

13. Picks up mail from the guild PO Box, distributes mail and is responsible for the mailbox key; or may appoint an alternate if she doesn't live near the PO Box.
14. Assists in yearly audit by making available the receipts, checkbook, bank statements and all records.
15. Receives the paper membership forms and dues from members, as well as online new-member notifications and renewals. Forwards the online new-member and renewal information to the Membership Director as well as the paper membership forms, marked paid.
16. If requested, collects retreat layaway funds and maintains complete layaway records.
17. Is in charge of the "Square" (credit card device), maintains the account and gives instruction for the use of the square.
18. Brings to the attention of the Board any requests for funds from a committee beyond their allotted budget.
19. By January 31 each year, receives an inventory spreadsheet from the Mercantile Coordinator and records the adjustment to Donations Received – Mercantile Items accordingly.
20. Documents in the accounting records receipt of service quilts and mercantile items.
21. Documents in the accounting records mercantile items sales and service quilts donated to local organizations.
22. Receives additional service quilt and mercantile item inventories as available.
23. Provides cash boxes and tally sheets the day of the quilt show and collects cash during the day of quilt show from Mercantile and Quilt Sales, and signs the tally in the cash box. Deposits cash in the bank.
24. Handles the annual Tax and Legal Reporting requirements as a non-profit by required deadlines.
  - a. Forms 1099-Misc for independent contractors filed by Jan 31
  - b. Form 990-N filed with IRS by May 15.
  - c. Form CT-12 filed with the OR Dept of Justice by May 15.
  - d. Corporate Annual Report filed with the OR Secretary of State by June 30.
25. May appoint an MMQ member assistant to help with any of the above duties, as needed. Reviews and signs off on all work performed by the assistant.
26. As a member of the Board of Directors, selects any recipients of the Golden Needle or Silver Thread awards for the year.