

Illinois Prairie Weavers

Treasurer Responsibilities

General Duties

The Treasurer is an Officer of the Guild, and, as such, is one of the elected positions of the Guild. Only a member in good standing for at least one year may serve as Treasurer. Each term is for two years, and a person may serve for up to 5 consecutive years. (Nominations and guild voting occur for any extensions beyond initial term.)

The Treasurer serves as the Guild's banker, collecting and holding the Guild's money, paying bills, maintaining the Guild checking account, and reporting to the Guild with respect to all financial matters. The Treasurer also works to prepare and present the Guild's annual budget for the coming year.

As an Officer of the Guild, the Treasurer is a member of the Executive Committee and a member of the Board (see job descriptions) and expected to attend and actively participate in those meetings.

Specific Duties

Take possession of the Treasurer's records from the prior Treasurer as soon as possible after you begin to serve and the outgoing Treasurer's books have been reviewed. Organize them for yourself and make sure you have any supplies you need. In meeting with the outgoing Treasurer, be sure to obtain a good understanding of the records and the specifics of performing the job. Be sure to obtain any previous Treasurer spreadsheets as samples on which to base your work.

Obtain signing authority on the checking account after being elected Treasurer. Arrange a trip to the bank with the prior Treasurer to update the name and address associated with the Guild checking account to be yours. There is always a second person authorized to sign checks in your absence.

Attend the June/July organizational meeting with the entire Board to plan the coming year. The budget will already have been established in June.

Attend monthly Guild and Board meetings, reporting as Treasurer and obtaining input or assistance you need for Treasurer or other matters. Present a brief monthly Treasurer's report, at the Guild and Board meetings

Maintain the guild checkbook. Keep the checkbook balanced at all times and be aware of upcoming expenses that will need to be paid.

Maintain open communication with the First Vice-President to know in advance what checks will need to be paid for programs and workshops..

Collect cash & checks at each meeting, keeping careful track of the source of funds (dues, workshops, donations, raffle, etc.). Deposit payments promptly into the checking account. Dues should be collected by the Membership Chair, recorded, and then the money given to you. If you receive dues directly, be sure to notify the Membership Chair immediately for accuracy in those records.

Maintain the financial spreadsheet, tracking income, expenditures and budget status. Maintain the reconciliation spreadsheet for use in the annual review.

Know the budget. Expenditures itemized in the budget (which establishes maximum amounts) may be paid without further Guild approval, as well as unspecified miscellaneous expenses under \$25. Non-budgeted expenses over \$25 must be approved by the Guild by a vote at a regular Guild meeting.

Write checks to pay necessary guild expenses authorized by the budget; be sure to have proper documentation of each. Keep good records for the annual review.

Lead the budget process in the early spring with the Vice Presidents and the Executive Committee, estimating income and expenses for the coming year. The proposed budget must be approved by the Executive Committee, presented to the Guild in April or May, and voted upon in May or June. (See Budget samples.)

Prepare records for review each year in June at the close of the fiscal year. A Fiscal Reviewer is appointed to review the books as soon as possible after the June meeting. (See the Reviewer's checklist.)

Review this job description (and any checklists) for any updates you can recommend (to the Documents Chair) to improve or clarify it for future volunteers recruited.

Make a report in May of highlights of the year to be included in the President's written annual report.

Keep good records and train your successor.

Recommended Abilities

- ~ basic organization and math skills
- ~ own and use a computer
- ~ be comfortable with email
- ~ experience with Excel/Numbers spreadsheets

Estimated Time Commitment

- ~ 4-6 hours a month
- ~ Plus time at Guild and Board Meetings

(Rev. 5/2023 BB/ PB)