

UMCA TREASURER POSITION DESCRIPTION AND TO-DO LIST

POSITION DESCRIPTION

The Treasurer shall (from Bylaws):

- A. Have charge of all monies of the Association and report at the regular Association meetings and at the Board of Directors meetings, if requested.
- B. Collect dues from members; pay all bills upon written authorization from the President; keep an itemized record in a permanent file of all receipts and expenditures; and turn over his/her duly elected successor within ten (10) days after vacating office all books, records, and papers pertaining to the Association.
- C. Coordinate emailing notices to membership.

TO-DO LIST

GENERAL

- A. Prepare and present the annual budget at the June Board Meeting.
- B. Maintain a membership list of all recorders/clerks/deputies in the State indicating contact information, municipality, region, current year membership status, and identify new members.
- C. UMCA Scholarships:
 - 1. Receive scholarship applications
 - 2. Make recommendations to the Board of Directors.
 - 3. Issue checks for scholarship awards.
- D. Attend the Annual Conference. (see Conference responsibilities below)
- E. Prepare all financial reports and keeps financial records.
- F. Retain an auditor to perform an audit of the UMCAs financial affairs. Provide necessary records to auditor. (Audit presented at the August Board meeting and Business Meeting at the Annual Conference).
- G. Pay all bills upon President's written authorization.
- H. Distribute membership form and collect membership dues.
- I. Collect conference registration fees and prepare a list of attendees.
- J. Attend the IIMC Annual Conference, if possible.
- K. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION(Retreat):

Before Meeting:

- A. Prepare Financial Report and send to Board.
- B. Prepare Scholarship application and information for Institute/Academy.
- C. Distribute or make available an updated membership list to the Board.

During Meeting:

- A. Attend October Board Meeting and report on the following:
 - 1. Financial Report.
 - 2. Review/Update Position Descriptions/To-Do Lists. **Board**
 - 3. Board scholarship requests for IIMC Conference. **Board**
 - 4. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 5. Board Member concerns and general information. **Board**
 - 6. Adjourn. **Board**

After Meeting:

Prepare/distribute scholarship application and information for Institute/Academy for newsletter.

JANUARY BOARD MEETING:**Before Meeting:**

- A. Prepare Financial Report and send to Board.
- B. Collect scholarship applications and prepare to make recommendations to the Board on scholarships for Institute/Academy. (as budget permits)
- C. Distribute or make available an updated membership list to the Board.

During Meeting:

- A. Attend January Board Meeting and report on the following:
 - 1. Financial Report.
 - 2. Report on scholarships for Institute/Academy.
 - 2. Review/Update Position Descriptions/To-Do Lists. **Board**
 - 3. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 4. Board Member concerns and general information. **Board**

MARCH/APRIL BOARD MEETING:**Before Meeting:**

- A. Prepare Financial Reports and send to Board.
- B. Retain an Auditor.
- C. Distribute or make available an updated membership list to the Board.

During Meeting:

- A. Attend March/April Board Meeting and report on the following:
 - 1. Financial Report.
 - 2. Preliminary Annual Budget for the upcoming year.
 - 3. Review/Update Position Descriptions/To-Do Lists. **Board**.
 - 4. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 5. Board Member concerns and general information. **Board**

JUNE BOARD MEETING:**Before Meeting:**

- A. Prepare Financial Reports and Annual Budget for upcoming year and send to Board.
- B. Prepare membership form, dues, and due dates.
- C. Prepare scholarship application and information for the Annual Conference.
- D. Distribute or make available an updated membership list to the Board.

During Meeting:

- A. Attend June Board Meeting and report on the following:
 - 1. Financial Report.
 - 2. Consideration and approval of Annual Budget.
 - 3. Report on Membership form, dues, and due date.
 - 4. Prepare scholarship application and information for the Annual Conference.
 - 5. Evaluate costs and set registration fee for the Annual Conference. **Board**
 - 6. Review/Update Position Descriptions/To-Do Lists. **Board**
 - 7. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 8. Board Member concerns and general information. **Board**

After Meeting:

- A. Prepare scholarship application and information for the Annual Conference for the newsletter.

AUGUST BOARD MEETING:**Before Meeting:**

- A. Prepare Financial Reports and send to Board.
- B. Collect scholarship applications and prepare to make recommendations to the Board on scholarships for the Annual Conference. (as budget permits)
- C. Distribute or make available an updated membership list including notation if attending Annual Conference to the Board.

During Meeting:

- A. Attend August Board Meeting and report on the following:
 - 1. Financial Report.
 - 2. Consideration of award for scholarships to the Annual Conference.
 - 3. Review Annual Conference To-Do Lists. **Board**
 - 2. Review items/copies needed for the Annual Conference (determine # needed). **Board**
 - 3. Review/Update Position Descriptions/To-Do Lists. **Board**
 - 4. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 5. Board Member concerns and general information. **Board**

After Meeting:

Work with Auditor to ensure the Audit Report will be complete for September Board meeting.

SEPTEMBER BOARD MEETING: (Held before the Annual Conference Begins)**Before Meeting:**

- A. Prepare Financial Report and send to **Board Members**.
- B. Obtain the Audit Report from the Auditor
- C. Secure approval from Board on annual audit report
- D. Distribute or make available an updated membership list including notation if attending Annual Conference to the Board.
- E. Prepare report on the Annual Conference registrations.
- F. Prepare a list of scholarship recipients.

During Meeting:

- A. Attend September Board Meeting and report on the following:
 - 1. Financial Report.
 - 2. Audit Report.
 - 3. Annual Conference registrations.
 - 4. Scholarship recipients.
 - 5. Review the Annual Conference To-Do Lists. **Board**
 - 6. Review items for the September Business Meeting (see September Business Meeting responsibilities below) **Board**
 - 7. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 8. Board Member concerns and general information. **Board**

After Meeting:

Help assemble Annual Conference bags/materials. **Board**

CONFERENCES**UMCA ANNUAL CONFERENCE****Before Conference:**

- A. Collect conference registration fees.
- B. Obtain \$100 bill for drawing at the end of conference.
- C. Obtain necessary gift cards for conference participants
- D. Update membership list including notation if attending conference. (needed for September Board Meeting)
- E. Send list of conference attendees to Secretary to prepare name badges and drawings.
- F. Bring cash box and change.

During Conference:**Tuesday**

Attend September Board Meeting and report. (see September Board Meeting responsibilities)

- A. Staff the registration table (early registration) (**Treasurer and Secretary**).

Wednesday

- A. Staff the registration table (**Treasurer and Secretary**).

Thursday:

- A. Staff the registration table, if needed (**Treasurer and Secretary**).
- B. Attend September Business Meeting and report. (see September Business Meeting

responsibilities)

Friday:

- A. Work with Membership Director to collect money from silent auction proceeds.

IIMC CONFERENCE

Attend IIMC Annual Conference, if possible.

IIMC INSTITUTE/ACADEMY (BUSINESS MEETING – MARCH/APRIL)

- A. Attend Institute/Academy.
- B. Attend March/April Business Meeting. (see March/April Business Meeting responsibilities)

BUSINESS MEETINGS

SEPTEMBER BUSINESS MEETING: (Held at the Annual Conference)

Before Meeting:

- A. Prepare copies of the Financial Report. (# to be determined)
- B. Prepare copies of the Audit Report. (# to be determined)

During Meeting:

Attend September Business Meeting and report on the following:

- A. Financial Report.
- B. Audit Report.

MARCH/APRIL BUSINESS MEETING: (Held at Institute/Academy)

Before Meeting:

Prepare copies of the Financial Report. (# to be determined)

During Meeting:

Attend March/April Business Meeting to present the Financial Report.