

Position Description

MADHVS/Treasurer

Shall be custodian of all funds received by the association; shall keep a detailed account of receipts and expenditures; shall deposit all funds in the name of the association in a bank convenient to the Treasurer.

Shall establish a bank signature card for all association funds which would require only the signature of the Treasurer; however, will have on file with the bank the acceptable signatures of the President and Membership Chair/Assistant Treasurer.

Shall seek and obtain Board of Director approval for disbursements in excess of one hundred dollars (\$100.00), not previously sanctioned. Shall retain vouchers for all expenditures.

Shall give an oral report at all scheduled meetings and shall submit a written report at all scheduled meetings to the Secretary and to the President.

Shall assist with the preparation of the budget.

Shall arrange for an annual audit of the association funds by someone outside the association.

Shall keep the President informed of the association's financial status.

Shall perform other duties as requested by the President.

Shall submit a written report to the President at the annual meeting.

Shall submit a set of records to successor within thirty (30) days of end of term and be available to orient successor.

Shall coordinate the preparation of the annual budget for approval by the Board of Directors.

Policies and Procedures

Shall be prepared at meetings to write checks for expenses.

When members submit bills for goods and/or services rendered by their employer, payment will be made to the employer not the DVS.

Shall assist the Assistant Treasurer/Membership Chair in collecting funds at meetings when appropriate to so collect.

Revised: 5/31/2001