

TREASURER

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| Appointment | -Elected by the delegates at District Conference in the odd numbered years. |
| Term of Office - | Two Years. |
| Role | -The Treasurer serves as the Chair of the Finance Committee which is composed of the Governor and Governor Elect. |
| Bylaws & Policies- | Be thoroughly familiar with all District Policies and Procedures. <ul style="list-style-type: none">- Be thoroughly familiar with the International Policies and Procedures and the International Resource Manual.- Be familiar with the workings of the International Foundation. |
| Finance Committee - | Chair the Finance Committee, working closely with the District Governor and Governor-Elect to evaluate revenues and direct monetary allocations to the areas that will best support the activities of the District. |
| District Budget - | Prepare the budgets, in consultation with finance committee members and District Financial Advisor (if required), for each of the two years of the biennium. <ul style="list-style-type: none">- The draft budget for the next biennium is to be presented at the midyear Board meeting immediately preceding the beginning of the biennium.- The final budget is to be distributed to District Board Members at least 30 days prior to Conference at the start of the next biennium.- The District Budget should be reviewed at the following midyear board meeting and if there are material changes then the revised budget will need to be approved at the next Conference. |
| Explanation of Budget | -Be prepared to present to the District Board and Conference body, the reasoning and basis of the projected revenues and expenditures of the Finance Committee. (The budget shall reflect the dues paid and also include all other revenues and expenditures of the fiscal period). |
| Annual Compilation | -Submit financial records to a third-party accountant/CPA for compilation as outlined in District Policies. <ul style="list-style-type: none">- Distribute the Compiled Annual Account to District Board members, Clubs, and Past District Governors prior to Conference. |
| Incoming Funds - | To receive record and deposit all funds, including dues from Clubs for members and affiliates, District Conference fees, etc., in the account of the District. |

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| Payment of Accounts | -To pay upon receipt, all District accounts, only when accompanied by an authorized expenses form signed by the Governor. |
| Change of Signatories | -Arrange for the change of signatures to the District checking account (Governor, Governor-Elect and Treasurer) after approval of the Board of Directors at Post Conference Board meeting. |
| Affiliate Dues | -Bill all Affiliate members in District Eleven in April for dues for District and International. Forward paid dues to International. (International does not bill Affiliates.) |
| District Conference - | <p>Assist with the work of the District Conference as Governor may request.</p> <ul style="list-style-type: none"> - Provide seed funds to Conference committee for next Conference. - Preside at the Treasurer=s workshop at District Conference. Workshop shall include information out filing of all required government forms and rules for both the Clubs and their Foundations. - Coordinate with Membership chair to confirm “Years of Membership” awards based on calendar year (not fiscal year) of joining Altrusa. |
| Credentials | -Notify each District club of the number of delegates/alternates by deadline date in District Policies per Treasurer’s records. Ask each club to send her/his list back to you (Treasurer) by April 1 and then forward information to the Credential Committee assigned for that particular Conference. |
| Information to International | -Within 10 days after the election of District Officers, the retiring District Treasurer shall send to the International Office, on forms provided or in Group Tally, the names of the newly elected officers and the new District Treasurer, complete with Telephone/fax numbers, email and mailing addresses. |
| Membership - | Keep membership rosters updated and forward to the Governor and District Board. Inform the Governor of each new member application received including address and phone number so that a letter of welcome may be sent to each new member. |
| Incorporation - | Maintain Corporate status of the District by filing all necessary tax and corporate documents with appropriate governmental agencies. Assist with Incorporation of Clubs and insure that Clubs maintain their non-profit status by filing all necessary forms with governmental agency including but not limited to IRS and State tax filings. |
| New Members - | Monthly forward a list of new members, including complete address, |

name of club and sponsor, to the Governor and to the District Membership Chair and DSB editor.

- Maintain a record of club membership and distribute a summary to the District Governor and Officers and Membership Chair each month and to the District Board prior to the District Board Meetings.

Awards -Provide the Governor and District Membership Chair, prior to Conference with the membership Net Gain Numbers for each club.

Club Visits -Visit clubs as assigned.

Board Meetings - Attend all District Board meetings and training days.

Reimbursements - Prepare and distribute reimbursement forms and checks for District Officers and District Chairs for District work.

Communication with Governor - Maintain regular communication with the Governor on all matters pertaining to this position and assist with the work of the District as the Governor may request.

- Perform other duties as assigned by the Governor.

Expenses -Claim any expenses as allowed under District Policies.

NB: -Please read this position description in conjunction with Altrusa International, Inc. Bylaws and Policies, District Eleven Policies and International Resource Manual.

Revised 5/19, updated & corrected 9/19