

## TREASURER

The Treasurer is an Officer of the WMCA and member of the Executive Committee, serves a two-year term, and is subject to election every odd-numbered calendar year. The Treasurer's term commences in March, upon certification of the General Election results and the administration of the oath of office (typically at the Annual Conference banquet). Vacancies and removal are addressed according to the Bylaws and Elections Procedures. [WMCA Bylaws Section IV] In the event of a temporary absence or inability of the Treasurer to perform the duties of the office, the designated backup Treasurer shall assume the duties of Treasurer. [Bylaws X.3]

### The duties of the Treasurer shall be:

1. Meeting and Event Attendance:
  - a. Attend the four (4) scheduled meetings of the Executive Committee (typically January, March, June, and October), as well as any Special Meetings called by the President.
  - b. Attend the Annual Conference events, Annual Business Meeting, and sessions as requested by the President.
  - c. Prepare financial reports for each Executive Committee meeting and for the Annual Business meeting. [Bylaws XI.2]
  
2. Committee Support:
  - a. Serve as Board Liaison on a WMCA Committee. Liaison responsibilities include:
    - i. Awareness of the responsibilities of your assigned committee (see specific Committee Descriptions).
    - ii. Providing the communication link between the committee and the Executive Committee and reporting on the progress of the committee at the Executive Committee's scheduled meetings.
    - iii. Arranging for the submission of reports from the Committee Chairs to the President for Executive Committee Meetings within the established deadlines.
    - iv. Contacting the committee Chair on a periodic basis to acquire updated progress on committee task assignments.
    - v. Assuming the responsibilities of the Chair in his/her/their absence.
    - vi. If the Chair resigns, serve in that position until the President appoints a new chair.
    - vii. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
    - viii. Ensure Committee Chair prepares certificates for committee members.
  - b. Audit Committee.
    - i. Meet with the Audit Committee twice per year – after December 31 closing and prior to Annual Conference; and, after April 30 fiscal closing – for the purpose of conducting audits of the accounts.
  - c. Budget.
    - i. Serve as a member of the Budget Committee (if any).
    - ii. Assist the President-Elect with the preparation of the budget for the forthcoming year.
  - d. Membership and Historic (Webmaster).
    - i. Maintain a database of current members.



- ii. Inform the Membership Chair, Webmaster, and NCI Director of payment of dues by check by new members.
  - iii. Coordinate with the webmaster on the annual dues reminder notices, no later than March 25<sup>th</sup> of each year.
3. Administrative:
- a. Acquire and maintain knowledge of the WMCA Bylaws, policies, and procedures.
  - b. Perform such other duties and responsibilities as assigned by the President or Executive Committee.
4. Fiscal:
- a. Serve as Registered Agent for the Association.
  - b. Cardholder of a WMCA credit card [Financial Policies 1.1].
  - c. Adhere to the WMCA Financial and Expense Policies.
  - d. Accept all monies made payable to WMCA including, but not limited to, membership dues, conference registrations, academy registrations, donations, and vendor fees.
  - e. Promptly deposit all such funds into the appropriate WMCA bank account.
  - f. Prepare monthly reports of balance sheet, profit, and loss, check registers and bank reconciliations and submit to the President and the back-up Treasurer.
  - g. Pay all claims upon appropriate approval and charge against the appropriate accounts. Retain all supporting documents. Sign checks.
  - h. Promptly reconcile monthly bank statements for checking and savings accounts.
  - i. Invest funds as deemed appropriate upon approval of the Executive Committee.
  - j. Complete or provide for a third party to prepare yearly Federal and State required reports including but not limited to:
    - i. 501 C (3) Form 990 and Accompany Schedules.
    - ii. Non-profit Corporation Annual Report.
  - k. Monitor and track credit card issuance account numbers and credit limits. Request and/or cancel cards as required.
  - l. Annually renew license/permit with the Washington State Gambling Commission and the Washington State Liquor and Cannabis Board, as needed.
5. Record-Keeping.
- a. Serve as custodian of Treasurer records, laptop, printer, and software.
  - b. Maintain historical list of all Treasury records retained/destroyed [WMCA Records Retention Policy & State of Washington Local Government Retention Schedules]
  - c. Transfer all records to the newly elected Treasurer as appropriate. The outgoing Treasurer shall provide training for the new Treasurer at time of records transfer and shall be available for on-call assistance.



Typical Annual Timetable:

Month	Duty Description
Monthly	Committee Liaison Support (as needed); Monitor Fiscal Activities and Prepare Monthly Reports; Monitor and Coordinate New Memberships with the Appropriate Chairs
March	Attend Annual Conference Assume Office (typically at the annual banquet); Take Oath of Office: Treasurer (Year 1) Attend March Executive Committee Meeting Coordinate with Webmaster on the Annual Dues Reminder e-blast
May	Attend Audit Committee Meeting
June	Prepare/review Financial and Committee reports and World Points Statements for EC Meeting Agenda Packet Attend June Executive Committee Meeting
October	Prepare/review Financial and Committee reports and World Points Statements for EC Meeting Agenda Packet Attend October Executive Committee Meeting
November	Attend Budget Committee Meeting/Assist with Preparation of Proposed Budget
January	Attend Audit Committee Meeting Prepare/review Financial and Committee reports and World Points Statements for EC Meeting Agenda Packet Attend January Executive Committee Meeting
February	Prepare financial reports for Annual Business Meeting; Provide to President
March	Prepare/review Financial and Committee reports and World Points Statements for EC Meeting Agenda Packet Attend & dispose of Treasurer Duties at Annual Conference; Ensure Committee Certificate Issuance Attend March Executive Committee Meeting (if still within term)