



*Established September 2014*

### **Job Description**

**Treasurer:** Responsibilities include, but are not limited to:

#### **Monthly:**

- Attend all board meetings.
- Reconcile income and expenses to cash on hand.
- Reconcile bank account/petty cash.

#### **Bi-monthly:**

- Attend all general meetings.
- Attend all sew-in meetings.
- Assist membership chair with check-in process at general meetings.
- Collect fee from guests. (Be sure they sign in as this will be your receipt.)
- Distribute drawing tickets.
- Collect membership dues/forms.
- Collect name badge orders/forms.
- Report financials to guild:
  - YTD Income
  - YTD Expenses
  - Cash on hand
- After each guild meeting:
  - Process cash received for meeting guests, membership dues, name badges, workshop fees, and miscellaneous.
  - Deposit cash and checks to bank account.
  - Order name badges from Ben's Rubber Stamps, pick them up when ready, and deliver to members at next guild meeting.

#### **Yearly:**

- Create and maintain budget (Aug/Sep timeframe).
- Give current financial information to webmaster to post on website.
- Submit MI Form 71479Y (Nonprofit Corporation Annual Report) to the State of MI by October 1.
  - Form is received via snail-mail from the Dept. of Licensing and Regulatory Affairs.

- Submit 1099M to Department of Treasury by January 31 for any speakers whose fees exceed \$600.
  - Copy to speaker.
  - Copy for file.
- Submit Form 990-N to the Department of Treasury via e-postcard by February 15<sup>th</sup>
  - To e-file the e-Postcard:
    - Go to [irs.gov/charities](http://irs.gov/charities)
    - Type 990-N in the search box
    - Click on the link for the Form 990-N

**On-going:**

- Look for continuous improvement suggestions and bring these to the attention of the board.
- Create and maintain any special guild forms required (i.e. suggestions, new members, promotional, etc.).
- Work closely with all board members to promote the mission, membership and financial goals of the guild.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Operate within the framework of the guild's current bylaws.
- Follow Robert's rules of order for all meetings. (Quick reference guide: <http://www.robertsrules.org/>)

**As Needed:**

- Process payments to guest speakers. (Be sure to request a form W9 for year-end tax reporting if fee is over \$600.)
- Pay invoices as required (name badges, state filing fees, fundraisers, etc.)
- Facilitate collection of money for special events (fundraisers, bus trips, etc.)

Revision (bsb) 2016-10-25