



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: Treasurer

Responsible To: State President

Term of Office: The Treasurer shall be elected for a two (2) year term on alternate years of the Secretary. The term of office of each newly elected officer shall extend from the close of the first annual meeting to the close of the second annual meeting.

Recommended Qualifications: Preferred two-year active membership, with past Board experience

Duties and Responsibilities:

1. Keeps an accurate account of the Treasury.

Guidelines:

- a. Handles all transactions for the treasury account by recording all incoming and outgoing cash flow in an electronic format.
 - b. Monitors Society expenditures and compares to approved budget.
 - c. Provides budgeting information upon request.
2. As authorized by the budget, deposits income and write checks or reimburse electronically for legitimate expenditures incurred throughout the year. Obtains authorization from the President if expenditures are in addition to those approved in the budget.

Guidelines:

- a. Manages checking bank account, including a debit card for deposits and expenses of society. The ASCLS-MT President is a cosigner on the account.
 - b. Manages electronic access to the bank accounts, including use of a mobile application. The password is changed annually.
 - c. Manages PayPal account, linked to checking bank account.
 - d. Writes checks or electronically reimburses when reimbursement form and expense receipts are received.
 - e. Pays all debts within 30 days of receipt of invoice.
 - f. Maintains electronic copies of all income and expense documents.
 - g. Supplies debit card information to appropriate personnel on a per-expense basis.
3. Maintains savings account information and reports information at board meetings.
 4. Prepares a budget using the previous year's budget as a template.

Guidelines:

- a. Solicits budgeting information from all committees and Board members and prepares a proposed budget.
 - b. Submits the proposed budget for approval at the annual spring meeting.
5. Determines timelines for annual filing of tax returns (currently due December 15) through the accountant and for annual business license renewal through the Secretary of State (currently due April 15). Both may be done electronically.
6. Attends Board Meetings and submits formal Treasury report at each meeting.

Guidelines:

- a. Summer meeting – travel to meeting
 - b. Fall meeting – travel to meeting or participate in teleconference call
 - c. Winter meeting – travel to meeting or participate in teleconference call
 - d. Spring meeting – travel to meeting held Wednesday before the beginning of Spring Meeting
7. Submits Regional travel assessment to the Regional Treasurer, upon receipt of invoice.
8. Submits the Treasury account for audit to the Budget/Audit Committee chair once per year (usually prior or during the annual Spring Meeting).
9. Transfers all files to new Treasurer prior to their beginning office and acts as an advisor to the new Treasurer for one year.
10. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership.

Guidelines:

- a. Writes a specific article about committee activities when the Publications Editor requests it or
 - b. Volunteers to write an article pertinent to society activities
11. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.
12. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
13. Submits all bank records to the File Custodian at the end of the year to be kept on file for seven (7) years.

PayPal Account Information

1. A PayPal account is set up using the ASCLS-Montana g-mail address, with the Treasurer and the President having access information
2. The password is changed annually.
3. See Appendix A for use of the PayPal account for accepting payments by credit card, making payments for reimbursement and generating reports.

Debit Card Procedure

1. The Treasurer will share debit card information with appropriate members, such as the Spring Meeting General Chair and the ASCLS Annual meeting delegates, on a per-expense basis.
2. All charges on the debit card must be by prior approval of the Treasurer.

Reimbursement Policy (approved October 2017)

EVENT	HOTEL	FLIGHT/MILEAGE \$.25/mile	PERDIEM	REGISTRATION
Legislative Days				
<i>All ASCLS-MT representatives</i>	1/2 of room rate	Full	No	Yes
National Meeting				
<i>All ASCLS-MT delegates as approved</i>	1/2 of room rate	Full	No	Yes
State Board Meetings				
<i>All ASCLS-MT Officers & Board Members</i>	No	Mileage Only	No	NA
Spring Meeting				
<i>President Only</i>	Full room rate, for 3 nights	Mileage Only	No	Yes (Waived)
<i>All Active officers and Board Members</i>	No	Mileage Only	No	No discount
<i>ASCLS-MT Students (Poster Presenters)</i>	1/4 of room rate for 2 nights	No	No	Yes (Waived)
Region VIII Fall Council Meeting (held during IMSS)				
<i>President and President-Elect or Proxy</i>	1/2 of room rate for 2 nights	Mileage Only	No	No