



ASCLS-Montana Position Description and Guidelines for Completion of Duties

Officer Position: Treasurer

Responsible To: State President and ASCLS-MT Membership

Term of Office: The Treasurer shall be elected for a two (2) year term on alternate years of the Secretary. The term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

Recommended Qualifications: Preferred two-year active membership, with past Board experience. Experience in accounting practices is beneficial.

Duties and Responsibilities:

1. Keeps an accurate account of the Treasury.

Guidelines:

- Handles all transactions for the treasury account by recording all incoming and outgoing cash flow in an electronic format.
- Monitors Society expenditures and compares to approved budget.
- Provides budgeting information upon request.

2. As authorized by the budget, deposits income and writes checks or reimburses 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:

- Manages bank checking account, including a debit card, for deposits and expenses of society. The ASCLS-MT President or approved BOD Officer is a cosigner on the account.
- Manages electronic access to the money holding accounts, including use of a mobile application. **The password(s) must be changed at least annually.**
- Manages PayPal account, linked to bank checking account.
- Writes checks or electronically reimburses applicable members when reimbursement form and valid expense receipts are received.
- Pays all debts within 30 days of receipt of invoice or reimbursement request.
- Follows Document Retention Policy for all financial documents pertaining to the State Society.
- Supplies debit card information to appropriate members on a per-expense basis.

3. Maintains account information on all money holding accounts and reports that information at every board meeting.
4. Prepares a budget using the previous year's budget as a template.

Guidelines:

 - Solicits budgeting information from all committees and Board members and prepares a proposed balanced budget for the upcoming fiscal year.
 - Works with the Finance and Audit Committee to prepare a proposed balanced budget.
 - Submits the proposed balanced budget to the Board of Directors at the Spring Board Meeting.
 - Submits the proposed balanced budget to the membership for approval at the Annual Membership Meeting.
5. Files annual tax return (currently due December 15 for the previous year) through an accountant if needed. May be done electronically using form 990-EZ.
6. Annually renews business license through the Secretary of State (currently due April 15 of the current year).
7. Attends Board Meetings and submits formal Treasury report at each meeting.

Guidelines:

 - Summer meeting – travel to meeting or participate in virtual meeting
 - Fall meeting – travel to meeting or participate in virtual meeting
 - Winter meeting – travel to meeting or participate in virtual meeting
 - Spring meeting – travel to meeting held Wednesday before the beginning of Spring Meeting or participate in virtual meeting
 - General Business Meeting – held during the Spring Meeting
 - Board Orientation
8. Submits the Treasury account for audit to the Finance and Audit Committee chair once per year, prior to 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; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership.

Guidelines:

 - Provides information to state members through articles in the MLN newsletter or posts on google groups, website or ASCLS-MT Member Community.
 - To use the Google Groups, send an e-mail to the following address:

ASCLS-MT@googlegroups.com. This is a group e-mail to the Montana members who have e-mail addresses, and contains lapsed members.

- To use the ASCLS Montana Member Community, log into the Connect Community (<https://connect.ascls.org/home>) on the ASCLS website (www.ascls.org), then go to Communities. Under Communities, select My Communities, and scroll down to Montana State Society. Select Montana State Society, and click the ADD button after Latest Discussion Posts. This will open up a window to post a message. Follow the instructions and send. This group community only goes to current members.
- Writes a specific article about activities when the Publications Editor requests it or volunteers to write an article pertinent to society activities.

11. Keeps informed on all potential issues relating to the Society and/or the profession existing in the state and relates those issues 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 each 2-year term, to be kept on file for seven (7) years. The [Document Retention Policy](#) details the time each financial document must be retained.

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.

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 June 5, 2022)

EVENT	HOTEL	FLIGHT/MILEAGE \$.25/mile	PERDIEM (meals & misc. expenses)	REGISTRATION
Legislative Days				
<i>All ASCLS-MT representatives</i>	½ 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>	1/2 of 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>	TBD on a yearly basis with Program Director	No	No	Yes (Waived)
Region VIII Fall Council Meeting through October, 2022; after 2022 this no longer applies				
<i>President and President-Elect or Proxy</i>	1/2 of room rate for 2 nights	Mileage Only	No	No