

TREASURER

Term Length:

Two years. Term commences at the beginning of the fiscal year following elections in odd-numbered years.

Responsibilities:

In conjunction with the MLA Office, receives all income of the Association, authorizes all disbursements of the Association and manages all assets of the Association.

Assure compliance with all legal requirements of law.

Assure that the books and accounts of the Association are kept in accordance with the guidelines of the Association of Independent Certified Public Accountants and the Financial Accounting Standards Board.

Take any and all necessary action to execute the financial policies of the MLA Board of Directors and assure that the management of the finances of the Association are in keeping with written and implied community standards for non-profit, member service organizations.

In conjunction with the MLA Office, Budget and Finance Committee, and Executive Director, prepare the annual budget, conference budget and other necessary budgets in the detail required by the Board of Directors. The fiscal year is the calendar year.

Duties:

Serve as a voting member of the MLA Board of Directors.

Serve on the MLA Executive Committee.

Serve as Chair of the MLA Budget and Finance Committee.

Authorize payment of MLA bills.

Provide annual financial orientation to MLA's incoming subunit chairs.

Work with independent auditors in preparation of biennial audit during the first year of the two-year term.

Conduct an annual evaluation of the MLA lobbyist with the President and Chair Legislative Committee.

Conduct annual performance review of Executive Director with the Executive Committee.

Other duties as outlined in Fiscal Policies/Procedures Overview and Treasurer Timeline, below.

Estimated time commitment: 8-12 hours per month

Reports:

Present oral and written financial reports to the Board of Directors at each of its meetings.

Present written annual report at Annual Business Meeting.

In conjunction with the MLA Office, provide budget template to the Budget and Finance Committee for review during the budget preparation process.

In December, present the final annual budget, including conference budget, to MLA Board of Directors as Chair of Budget and Finance Committee.

Treasurer Timeline:

See Policy Manual for timeline.