

Quilters Sew-ciety – Treasurer

Job Description: Revised 2018

Organization Relationship: Active Member of the QS Board of Directors

Term: A two-year term position with the option of serving a second consecutive two-year term

Overview of Responsibilities:

- Act as the custodian of all QS funds
- Keep QS Board of Directors, QS President, and QS Members apprised of the guild's financial status

Skill Set Needed:

- Accounting, Banking or Financial Background, including but not limited to general bookkeeping.
- Has experience using Windows Excel Program
- Able to work well with others.

Responsibility Details:

Custodian of all QS Funds

- Receive and deposit the collected QS membership dues and fees
- Meet with the current President, President Elect, and incoming Treasurer (*if appropriate*) to create the QS budget for upcoming year.
 - This needs to be completed before the change of officers and new terms begin
 - For quilt show years, (*odd numbered years*) this meeting should also include Quilt show chair(s).
- Meet with the QS President, and any other designated QS Board or Directors, to sign identity cards at our current bank at the beginning of each term.
- Maintains Quilter's Sew-ciety Credit Card along with the President
- Keep an itemized account of all receipts and disbursements of QS funds.
- Treasurer to give some checks to President to assure if Treasurer not present at an evening meeting that the President can write a check out to reimburse the speaker. President or Treasurer will sign a check written out to speaker and give to Program Chair or Program Elect at afternoon meeting if both will not be present for evening meeting so that speaker can be reimbursed at the end of the evening event.
- Maintain all 501c documents, receipts, and records as appropriate and required by the IRS for non-profit status. Send in renewal by the due date each year. Contact President/President Elect for assistance if needed regarding 501c3 renewal.
- January of each year, conduct yearly audit of QS funds with President and President Elect. President to schedule date and time.
- Pay rentals for all meetings and workshops

Financial Communication

- Prepare and present a monthly income statement at the business meeting. Give a copy to the President and to the recording Secretary for filing with the official documents. Give a copy to the Newsletter Editor by the 15th of each month to be part of the monthly Newsletter.
- Other
 - Maintain a record of all duties completed during your term
 - Prepare a Quilter's sewing society Year-End Report regarding the duties completed
 - This original report is given to the President under which you served, with a copy of this report kept with the Treasurer's records.