

MVMA Treasurer

Position Qualifications

The MVMA member must be elected by a majority vote of the members present at the MVMA Annual Meeting.

Term

The term is two (2) years. Induction is at the Annual Meeting upon the election of officers. The Treasurer may serve as many terms as he/she is elected to.

Responsibilities

The Treasurer will perform such duties as stated in this Position Description, or as requested, including but not limited to the following:

Serve as:

- Voting member of the Executive Board
- Chair of the Finance Committee

Represent the MVMA at professional functions throughout the term including:

- At the Annual Meeting Meeting, prepare, review and present a verbal report regarding the MVMA financial status.

Other:

- Receive and disburse the funds of the corporation under the direction of the Executive Board.
- Have custody of the corporate seal.
- Give bond if and when required by the Executive Board.
- Develop the annual budget with the executive director.
- Maintain close contact with the executive director to ensure timely financial management, including approval of all bill payments, and to ensure member needs are met.
- Provide the Executive Board with budget and financial reports one week prior to their meetings.
- Attend all meetings and functions of the Executive Board.
- Participate in strategic planning efforts.
- Provide funds, properties under his/her custodianship, and records to his/her successor.

Estimated Time Commitment: 100 hours/year

Reimbursable Expenses: Expenses will be reimbursed/covered as defined in the MVMA Financial Policy for Meetings.