

**MPWGA
Board Position Job Description**

Updated: March 2020



Position: Treasurer

Purpose:

The Treasurer shall have custody of all MPWGA funds and meet all financial obligations including regulatory, taxes, and others as determined by the Board and the membership.

Essential Functions:

1. Collect and deposit all monies from membership annual dues, outside events, special events, and any other MPWGA functions.
2. Disburse funds as determined using the Cash Disbursement Request forms. Checks will be written upon request from all Board Members and Chairs. Also checks will be written for Business Luncheons, Golf Shop fees and awards, and to the AGA Association for handicap memberships. Webmasters are paid on a quarterly basis.
3. Document all deposits and disbursements, and maintain detailed and accurate records of all Association monies.
4. Reconcile the checkbook on a monthly basis.
5. Prepare monthly Treasurer's Reports for the Board meetings and submit copies to Webmasters for posting on website.
6. Prepare a "Budget versus Actual" report periodically for review by the Board.
7. Prepare an Annual Budget and ensure approval by the Board and the Membership.
8. Complete annual tax filings.
9. As directed by the President, participate in the annual review of the Association's financial records.

10. Maintain copies of Treasurer's Reports, annual tax filings and annual audits.
11. Ensure accurate signatory cards at the bank and serve as signatory on MPWGA bank accounts.
12. Train the person who succeeds you in this position.