**Treasurer Elect Qualifications**

* Active membership in MAHQ.
* Interest in one year mentorship under current Treasurer to learn the organization’s budget preparations and organization’s financial activity.

General Responsibilities and Duties

* The Treasurer-Elect will assist the Treasurer as needed with the following:
* Receiving monies and monitoring bills incurred on behalf of the Association.
* Preparation of financial statements and annual report.
* Development of an annual budget in consultation with the committees
* The submission of the annual 990 form to the IRS.

Anticipated Time Commitment

* 1-year term, beginning January 1st of the year after election followed by 1-year term as Treasurer
* 2-4 hours per month

Estimated Number of Meetings/Conference Calls

* Participation at educational conferences.
* Participation in the Board of Directors meetings which are held at least ten times per year.
* Other follow-up calls as necessary

G. Anticipated Personal Financial Commitment

* No personal money is required

Time commitment from employer