Treasurer Qualifications

* Active membership in MAHQ.
* Experience as Treasurer of any organization and experience with budget preparation and monitoring of an organization’s financial activity.

General Responsibilities and Duties

* The Treasurer shall receive all money and pay all bills incurred on behalf of the Association.
* The Treasurer shall provide the Board of Directors with timely financial statements and prepare an annual report.
* The Treasurer or the Board shall arrange for completion of the independent annual audit within sixty (60) days of the close of the Association’s fiscal year.
* The Treasurer will develop an annual budget in consultation with the committees and present a quarterly update to the Board.
* The Treasurer will submit a 990 form annually to IRS.

Anticipated Time Commitment

* 2-3 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 six times per year.
* Other follow-up calls as necessary

G. Anticipated Personal Financial Commitment

* No personal money is required
* Time commitment from employer