



Position: Treasurer
Term: One year
Time Commitment: 10-12 hours/month

Tasks:

Board Meetings - Monthly

- Create and forward event cash flow report for each meeting
- Attend board meetings
- Attend Executive Team meetings (if required)

Monthly meetings

- Prepare petty cash box
- Collect dues and meeting fees, give out receipts
- Make sure there is enough cash to pay for meeting food
- Update cash flow report

Monthly Tasks

- Check chapter mailbox
- Transfer payments from PayPal to MN-ISPI checking account
- Transfer payments from Amazon.com to MN-ISPI checking account
- Deposit checks and cash into MN-ISPI checking account
- Pay chapter bills
- Reconcile accounts
- Invoice chapter members for dues as necessary

Transition - Summer

- Transition position to next year's Treasurer

Recently held by:

- Denise Maxwell
- Dean Andrew