

FOUNDER REGION

POSITION DESCRIPTION FOR REGION TREASURER

Bylaws – Article IV, Officers, Section 4.5 Duties, Item d.:

The Treasurer shall attend meetings of the Region Board; deposit and disburse all funds belonging to the Region or designated as dues to Founder Region Fellowship; send Region dues and fees statements to all clubs; provide financial reports at Board meetings and Region Conferences; and serve as a member of the Budget Committee.

Founder Region Procedures - Section B, item 4.:

1. Treasurer The treasurer shall:

- a) File necessary state and federal reports.
- b) Maintain a file of financial records and vouchers for 7 years.
- c) Remit to each district meeting host club the registration fee for the president and 2 delegates from each club for their district meeting as start-up funds for each district meeting.
- d) In February, preceding the second conference of the biennium, request that all clubs make a contribution of a minimum of \$20 for an appropriate gift in honor of the governor.
- e) Forward to all board members and committee chairpersons expense voucher forms.
- f) Assist clubs in establishing generally accepted accounting principles.
- g) Disburse funds within 30 days of receipt of vouchers approved by the governor.
- h) Require adequate documentation for all authorized bills.
- i) Update the club treasurer's manual as needed, but at least annually, and distribute any changes to club treasurers, presidents, and region board.
- j) Be responsible for ordering a gavel and president's pin for any newly chartered Soroptimist club in the region.
- k) Forward to federation headquarters contributions received for federation or international projects.
- l) Maintain funds in the name of Sponsored Organizations – "S" Club and Sigma Society Fund. This fund is used to provide awards and grants to "S" Clubs and Soroptimist Clubs in amounts determined by the Founder Region board.
- m) Maintain a fund for the Memorial Grove.
- n) Maintain a monthly census report and distribute to officers, directors and membership chair. Compare to SIA Membership report and follow up on discrepancies.
- o) Maintain a new member list by district/club and distribute to officers and directors.
- p) Forward to Fellowship treasurer dues assessments and contributions received for Fellowship on a quarterly basis.
- q) At the discretion of the governor, act as conference treasurer.
- r) Provide updates or reminders to club treasurers on an as-needed basis
- s) Complete bank reconciliations.
- t) Confirm clubs in good standing.
- u) Provide financial information to the Financial Review Committee within 60 days of the end of the biennium.
- v) Provide financial information to the tax preparer by September 1 on an annual basis.

- w) Provide SIA Headquarters with the year-end financial statement within 60 days following the-year end. These financial statements will include a balance sheet showing assets, liabilities and net worth and a detailed income statement reflecting the activities of the current year and the budget.

Additional information regarding treasurer responsibilities:

- Serve as “Chief Financial Officer” of the region.
- Attend introduction board meeting at the conference site immediately after the conclusion of the region conference in the first year of the biennium.
- Attend Director/Officer training in June in the first year of the biennium (typically a weekend trip coinciding with the Memorial Grove service in Klamath, CA.)
- Attend August, November and February board meetings of each year in locations established by the governor (arrive Friday, depart Sunday). Prepare and present treasurer’s report for all board meetings (i.e., Census, New Member/Sponsor List, Budget vs Actual, Profit & Loss, Balance Sheet, Budget, Founders Pennies, Vouchers, etc.).
- Prepare region dues statement for distribution to clubs and receive payments.
- Open biennium bank and savings/cd accounts with assistance from current treasurer in May in the first year of the biennium.
- Work with District Directors and Host Clubs with District Meeting financial reports.
- Monthly bank reconciliations.
- Monitor budget vs actual expenses and income.
- Process new member dues (ongoing).
- Monitor and maintain member Census /Report and New Member/Sponsor Report for distribution to board members on a monthly basis.
- Prepare and distribute IRS Form 1099s and Form 1096 (annually)
- Prepare award recipient checks for presentation at conference.
- Prepare and conduct Leadership Training workshop(s) each year.
- Provide tax preparer with documents necessary for income tax preparation (annually).
- Provide documents necessary for financial review (at end of biennium or as requested).
- Monitor various accounts and make authorized payments.
- Work closely with Conference Treasurer (if a different treasurer is determined by the Governor).
- Correspond with club treasurers (ongoing and as-needed) with federation updates, accounting updates and government reporting updates.
- Attend District Meetings in September/October of each year.
- Attend pre- and post- conference board meetings in May of each year.

Skills needed:

- Good communication skills – both verbal and written
- Working knowledge of computer skills – use of email and the ability to work with Microsoft Word and Powerpoint documents; especially proficient in working with Excel spreadsheets; ability to work with QuickBooks Accounting Software
- Good understanding of accounting principles and practices
- Ability to work with a team – collaboration with all members of the Region Board of Directors
- Good understanding of Soroptimist and familiar with SIA and Founder Region resources

- Ability to work with diverse people