

## Treasurer

### The duties of the Treasurer shall be:

1. Attend the four (4) scheduled meetings of the Executive Committee, as well as any Special Meetings called by the President.
2. Serve as Board Liaison on a standing Committee. Liaison responsibilities include:
  - a. Providing the communication link between the standing committee and the Executive Committee and report on the progress of the committee at the Executive Committee's scheduled meetings;
  - b. Contacting the standing committee Chair on a periodic basis to acquire updated progress on committee task assignments;
  - c. Assuming the responsibilities of the Chair in his/her absence;
  - d. If the Chair resigns, serve in that position until the President appoints a new chair
  - e. Receive and sign-off on invoices and receipts from Committee Chair, then submit to the WMCA Treasurer for payment.
  - f. Ensure Committee Chair prepares certificates for committee members.
3. Accept all monies made payable to WMCA including, but not limited to, membership dues, conference registrations, academy registrations, donations, and vendor fees.
4. Promptly deposit all such funds into the appropriate WMCA bank account.
5. Prepare monthly reports regarding accounts payable and submit to the President.
6. Pay all claims upon appropriate approval and charge against the appropriate accounts. Retain all supporting documents.
7. Promptly reconcile monthly bank statements for checking, savings and scholarship accounts. Invest funds as deemed appropriate upon approval of the President.
8. Keep the Conference Planning Committee advised of the number of registrations so the Committee can provide adequate facilities.
9. Meet with the Audit Committee twice per year – after December 31 closing and prior to Annual Conference; and, after April 30 fiscal closing – for the purpose of conducting audits of the accounts.
10. Prepare a financial report for each Executive Committee meeting and for the Annual Business meeting.
11. Transfer all records to the newly elected Treasurer as appropriate. The outgoing Treasurer shall provide training for the new Treasurer at time of records transfer and shall be available for on-call assistance.
12. Inform the Membership Committee Chair of payment of dues by new clerks.

13. Prior to Annual Conference, coordinate a beginning inventory of all merchandise and after conference, an ending inventory.
14. Send out a reminder email to members that the annual dues statements will be posted on the WMCA website and are due and payable to the WMCA Treasurer by May 1st for the upcoming year.
15. Maintain the database of current members and the current mailing list. Provide mailing labels as requested by WMCA committees.
16. Serve as custodian of Treasurer records, laptop, printer and software.
17. Complete or provide for a third party to prepare yearly Federal and State required reports including but not limited to:
  - Quarterly Federal Tax Return Form 941
  - 501 C (3) Form 990 and Accompany Schedules
  - Non-profit Corporation Annual Report
18. Monitor and track credit card issuance account numbers and credit limits. Request and/or cancel cards as required.
19. Maintain historical list of all Treasury records retained/destroyed (per the State of Washington Local Government Retention Schedules).
20. Monies generated at the Annual Conference will be handled in accordance with Treasurer established procedures with all funds submitted on a daily basis.
21. Maintain and follow Treasurer's Procedures Manual in consultation with the Audit Committee.
22. Serve as a member of the Budget Committee.
23. Serve as Registered Agent for the Association.
24. Annually renew license/permit with the Washington State Gambling Commission.
25. Perform such other duties and responsibilities as the President or Executive Committee may prescribe.