

MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: Treasurer

1. Serves a 2-year term as a voting member of the board of directors and attends all meetings.
2. Is the Chair and attends all meetings of the Budget and Fiscal Affairs Committee and participates in decisions, as necessary.
3. Determines, with the President, the appropriate membership of the Budget and Fiscal Affairs Committee (usually consisting of the Treasurer, President, and President-Elect.)
4. Requests budget needs information for the upcoming year from each Board member.
5. Compiles forecasted financial needs, historical financial reports, and Board budget needs requests and distributes to the Budget and Fiscal Affairs Committee prior to budget planning meetings.
6. Schedules and chairs meetings of the Budget and Fiscal Affairs Committee for budget planning.
7. Drafts a budget and circulates to the Budget and Fiscal Affairs Committee members for input.
8. Presents a draft budget for approval in April each year during term.
9. Maintains custody of all funds and securities of the Association.
10. Deposits all accounts receivable, and pays all accounts payable in a timely manner.
11. Balances the checking account monthly.
12. Uses appropriate fund deposit/dispersal reports with all transactions.
13. Researches safe investment options; reports results and recommends investment strategies to the Board for approval.
14. Plans for maintenance of reserve investments as per the American Dietetic Association guidelines.
15. Maintains accurate and up-to-date records of all accounts and securities of the Association.

13. Cause full and accurate financial records to be kept and audited annually:
 - Prepares the State Incorporation report annually.
 - Prepares the Federal 990 Tax Exempt Form annually.
 - Prepares and delivers the Association financial records to the accountant annually for audit.
 - Seeks advice of the accountant in all necessary financial matters.

14. Report the financial status of the Association to the Board, as requested and to the members at the annual business meeting.
 - Prepares the Balance Sheet and Budget Report for each Board meeting.
 - Prepares the Balance Sheet and Budget for the Fall Association Meeting.

15. Provide timely financial reports to all units of the Association:
 - Provides copies *of* the Balance Sheet and Budget Report for all Board members at Board meetings.
 - Provides budget status information to Board members, as requested.

16. Have any and all powers and functions usually vested in the office of Treasurer:
 - Together with the President, develops policies relevant to the cost effective use of Association funds.
 - Completes other tasks assigned by the Board.

MAINE DIETETIC ASSOCIATION

DEADLINES FOR TREASURER

The following deadlines reflect monthly tasks aside from the routine record keeping and Board meetings:

January	Solicit budget needs information from Board members; Schedule budget planning meeting; Prepare incorporation report; Prepare Federal Tax report;
February	Pay annual Bulk Mail permit fee; Solicit bids from printers (in second year of term) for prime vendor printer status
March	Begin Budget planning for next fiscal year Meet with Budget and Fiscal Affairs Committee
April	Pay semi-annual P.O. Box rental fee Deposit Spring meeting registration and vendor checks Presents draft budget to board for approval
May	Have Association books audited; Deposit Spring meeting registration and vendor checks. Pay Spring meeting bills;
June	Implement new budget
July	
August	
September	Pay AND Liability Insurance
October	Deposit Fall meeting registration and donation checks Pay semi-annual PO Box rental fee Prepare Annual Report
November	Deposit Fall meeting registration and donation checks; Pay Fall meeting bills;
December	

MAINE DIETETIC ASSOCIATION BUDGET EXPENDITURE POLICY

Purpose: This policy is intended to provide a guideline and framework for Board members to appropriately utilize their budgeted funds.

Procedure:

Budget Requests: Each year, prior to the budget planning process for the subsequent year, the Budget and Fiscal Affairs Committee will solicit budget requests for the upcoming year from each Board member. Each Board member should review their current year's budget, expenses, and planned projects for the upcoming year and submit a budget request for the subsequent year.

Budget Planning: The Budget and Fiscal Affairs Committee, consisting of the President-Elect, Treasurer, and any other Board members deemed necessary will meet and develop a proposed balanced budget prior to the first meeting of the Board for which the President Elect will serve as President. At the first meeting of the Board, the budget will be presented for approval.

Budgeted Expenditures: Board members have the responsibility for spending their assigned funds within the budgeted amounts. Expenses over the budgeted amount MUST be approved by the Board, or they risk not being paid.

Non-Budgeted Expenditures: Unforeseen and unplanned expenses MUST be presented to the Board for approval before they will be paid.

Approved 6/24/11