

## **The Polish Genealogy Society of Minnesota (PGS-MN) Treasurer - Job Description**

The Treasurer provides financial management and oversight for PGS-MN. It is an elected position and the term of office is two years.

### ***Interests/Skills/Talents:***

- Member in good standing of PGS-MN
- Understanding of general accounting practices (account balances, income and expenses)
- Attention to detail and ability to organize information in a clear and concise manner
- Skilled in preparing financial reports, using spreadsheets and financial accounting software

### ***Responsibilities:***

1. Attend Board of Director meetings as a voting member.
2. Maintain a full and accurate account of receipts and disbursements.
  - a. Record payment of dues and donations.
  - b. Deposit dues and donations in the PGS-MN checking account.
  - c. Reconcile the checkbook to the monthly bank statements.
  - d. Receive other revenues including book and other item sales, donations, and proceeds from program meeting fees.
  - e. Control PayPal account used for on line dues and donation payments.
3. In coordination with the membership chairperson, keep the member database current.
  - a. Receive membership forms with dues payment.
  - b. Send submitted membership forms to Membership Chairperson.
  - c. Add new member information in the *MemberTies* database.
  - d. Enter changes of contact information of members in the *MemberTies* database.
4. Provide Board of Directors with pertinent information from MemberTies or other sources as requested or required.
5. Review and pay all bills received and reimburse members for authorized expenses- obtain proper documentation for those expenses.
6. Serve as signatory, along with the President, for PGS-MN financial accounts.
7. Provide payment for speaker fees or honoraria.
8. In January, send *Thank You* note and acknowledgement for donations of \$25 or more from the previous calendar year.
9. Monitor the Certificate of Deposit and investments.
  - a. With Board input, reinvest the CDs at the end of the CD term.
  - b. Adjust the balances in the CDs to maintain a sufficient balance in the checking account.
  - c. Monitor all PGS-MN investment accounts.

10. Comply with the financial reporting requirements outlined in the Minnesota Genealogical Society (MGS) constitution. Provide MGS with required financial and sales tax information.
11. Provide quarterly financial reports to the Board of Directors.
12. Work with Board members and committee chairs to develop budget projections for the next year. Provide final draft of the budget to the Board of Directors for review by December.
13. Present the annual budget report at the January membership meeting and submit to the Newsletter Chair for the first newsletter of the year.
14. Maintain record of number of hours spent on PGS-MN officer business each year.

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