**MN STATE ORGANIZATION TREASURER’S JOB DESCRIPTION**

The following is information gleaned from the MN State Organization Bylaws and Standing Rules. All this is an excellent description of the duties of the state treasurer and other information about the position:

*5. Treasurer. In addition to the duties outlined in the International CONSTITUTION, HANDBOOK, Article VI, and BYLAWS, the treasurer shall administer the following:*

* 1. *The state organization treasurer shall establish and maintain a financial bookkeeping system, process membership dues, and reconcile the treasurer’s records on an annual basis.*
	2. *Reports*
		1. *Prepare a current financial report for the Minnesota State executive board to be presented at each meeting.*
		2. *Give an interim budget report after the first year of the biennium to the state president and the chair of the state finance committee.*
		3. *Prepare reports for the appropriate committee chairs or representatives showing the amounts of contributions made by members or chapters to the various funds of the organization.*
	3. *Membership*
		1. *Maintain a complete set of the membership reports (Form 18) from chapter treasurers.*
		2. *Produce, and electronically distribute to the executive board, a Directory of members by chapter, last and first names, addresses, landline/cell phone numbers, membership status, and other pertinent information.*
		3. *Update the Directory yearly, no later than the first Saturday in February.*
	4. *Accounting*
		1. *Provide reproducible voucher forms to the executive board for expenses incurred.*

*2 Remit to the appropriate recipients, according to schedule, the grant, scholarship and mini-grant funds. Arrange for the deposit of her cash records to the Historical Society at the end of her term.*