

## **JOB DESCRIPTION – HAAQG BOARD CHAIRS**

**Title:** Treasurer

**Duration of Job:** One Fiscal Year (June to May)

**Average Number of Hours Per Month:** 15

**Last Updated:** 4/04/10

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**Description of Committee Function** – please be specific:

- Attend all Executive Board, Board of Directors, and General meetings.
- Attend Quilt Show Board meetings on request.
- Meet with the Executive Board when scheduled to plan the guild's budget and reserve in accordance with the By-Laws and Guidelines.
- Provide a proposed budget to the Board of Directors in August.
- Publish the approved budget in the September newsletter.
- Retain financial records in compliance with federal and state taxation requirements.
- Take checkbook to all monthly guild meetings; write checks and deposit all monies collected at said meetings.
- Check the guild post office box periodically for bills that may need to be paid and other mail that the treasurer handles.
- Write checks throughout the month for any expenses that may arise.
- Accept money and make deposits as needed throughout the month.
- Provide voucher and deposit forms to committee chairs as needed.
- Collects money from Membership, Membership Pins, Ways & Means, Trips, Programs & Workshops, Raffle Pins, and Raffle Tickets at monthly Guild meetings.
- Keeps detailed records of all receipts and expenditures per committee. Provide reports for each committee.
- Pay the guild's monthly rent.
- Receive and pay monthly bills. This includes, but is not limited to the Copy Shop, Le Print Express, and Signature Inn.
- Receive bank statements. Reconcile accounts monthly.
- Prepare and distribute required reports to the Executive Board and Board of Directors as scheduled.
- Publish an abbreviated treasurer report in the Guild's newsletter.
- Serve as custodian of Guild's assets, checking, money market, and other investments, if any.
- File the Guild's Annual 990-EZ with the IRS prior to the Federal deadline of the 15<sup>th</sup> day of the 5<sup>th</sup> month after year end (October 15).
- Issue 1099-MISC forms to speakers/outside contractors paid \$600 or more. Files these with the accompanying 1096 prior to February 28<sup>th</sup>.
- Serve as treasurer for Quilt Spectrum. Be available throughout Saturday and Sunday of the show to receive all monies collected throughout the day. Prepares detailed Quilt Spectrum financial statements, including attendance, raffle tickets, and show pins.
- Be present for the programs fundraiser and progressive quilt auction to receive monies.

- Arranges for a backup to perform duties in the event the treasurer is not available to perform said duties.
- Work with audit committee when performing the annual audit.
- Coordinate with the President in checking the guild's mailbox and distributing mail.
- Maintains nonprofit status with the Illinois Department of Revenue by renewing the E# letter when needed (current letter expires November 1, 2012).