

Wenatchee Area Genealogical Society

Job Description

Treasurer

Reviewed April 2023

Qualifications:

The Treasurer:

Will be a member in good standing who has demonstrated interest in and commitment to the financial health of the Society.

Should possess good communication skills and good computer skills, including but not limited to spreadsheet, database, money-management software, the internet, and e-mail.

Should possess basic knowledge of non-profit corporation rules and regulations.

Should be able to present the financial status of the Society on a monthly and annual basis.

Should be able to develop a budget for the Society.

Purpose:

The Treasurer is responsible for overseeing Society funds and financial records. The Treasurer keeps accurate records of all Society deposits and disbursements, provides financial reports to the Board of Directors per by-laws, and provides access to the financial records for audits. The Treasurer is administratively responsible for the budget, prepares the proposed budget, retains copies of the audit reports and provides appropriate backup for financial records at the end of the fiscal year. The Treasurer conforms to all laws, statutes, regulations, and insurance requirements including the by-laws of the Society.

Appointment & Term:

The membership of the Society will elect a Treasurer annually. The Treasurer shall serve for a term of one year.

Roles & Responsibilities:

The Treasurer will:

- Keep accurate records of all moneys received and dispersed by the Society.
- Pay all liabilities of the Society based on proper billings.
- Make timely expenditures for the Society upon authorization by the Board of Directors. The annual budget as approved by the membership constitutes proper authorization. Board approval is to be sought for non- or over- budgeted expenditures.
- Provide a financial report for the general and board meetings of the Society.
- Submit appropriate IRS and Washington State tax forms and reports annually.
- Provide access to all bookkeeping materials to Audit Committee in January
- Assist the Budget Committee in preparing and presenting the annual budget for Board and Membership approval in January.
- Work with the Membership Lead in keeping current and accurate Membership records.
- Train the next Treasurer

WAGS connects, collects and protects family histories