**Treasurer**

As a duly elected officer of MDHA, the treasurer shall:

* + serve as a member of the board and executive committee.
	+ must become bonded and maintain bonding throughout the term.
	+ assure that vice president co-signs the MDHA checking account.
	+ place all bank information on Basecamp in Executive Committee access area and in the Budget and Finance Committee area.
	+ prepare a budget to be presented to the MDHA BOT for the fiscal year at the January BOT meeting.
	+ serve as the co-chairperson of the Budget and Finance Committee with the vice president. \* (See Budget and Finance Committee).
	+ supervise the collection and banking of all monies of the association.
	+ make disbursements as authorized by the budget, by check or other approved means, such as a debit card or credit card within a month.
	+ prepare written treasurer’s reports for all board meetings and for annual session, utilizing detailed line items to show a running balance for each budgeted item and place them on Basecamp.
	+ monitor the financial status of the association and recommend modifications of the budget to the BOT.
	+ keep component chairpersons and the BOT abreast of each component balance.
	+ reconcile funds monthly and place on basecamp.
	+ upon request, allow any member to review the budget and financial statements.
	+ make sure any non-budgeted items are approved by the BOT.
	+ follow ADHA guidelines for new, reinstated, and transferred members.
	+ assist in collection of revenue for registration for annual session and CE courses.
	+ in the middle of the treasurer’s term, arrange for an external audit of the financial records to be presented to the BOT.
	+ File the 990 form and appropriate tax forms annually.
	+ Follow best practices for treasurers of non-profit organizations outlined in the ADHA Operating Guide.
	+ file and post the current MDHA tax exempt form on Basecamp.
	+ file and post the 1024 form on Basecamp.
	+ file and post the current W-9 form on Basecamp.
	+ make sure appropriate agencies have the address of the current treasurer.
	+ review the MDHA reimbursement form annually and update as needed.

**MDHA Treasurer Position Description**

Position: The Treasurer handles the finances of the Association.

Reports to:   the MDHA President and BOT.

Overview of the Position:  Treasurer is responsible for safely handing the monetary accounts of the organization and for making sure all funds are spent wisely.

According to the MDHA Bylaws, the MDHA Treasurer shall act as the principal financial officer of the Association and as the maintainer of the accounts.

 Additional Duties of the Position based on MDHA Procedures:

* Serves as a member of the board and executive committee
* Co-Chairs Budget and Finance Committee with the Vice-President
* Assures compliance with state and federal non-for-profit laws
* Collect and secures the Association funds
* Makes budget recommendations
* Makes sure budget is aligned with strategic plan
* Prepares detailed and timely reports to the board

What You Will Need to Serve Effectively (Qualifications):

* a working knowledge of the MDHA mission, goals, and strategic plan
* an understanding of general principles of not-for profit fiscal management
* knowledge of Quickbooks, Excel or appropriate bookkeeping software

adherence to fiduciary responsibilities

* organizational skills
* attention to details
* respond with communication in a timely manner
* a capacity to embrace and manage change
* integrity in all interpersonal actions
* a history and capability to accomplish tasks and get results
* teamwork, creativity, and positive collaboration among peers with different needs and interests
* willingness to foster inclusion and embrace diversity
* inspiration of shared vision for the future of MDHA
* receptiveness to constructive feedback
* personal/professional support from family and employer
* employment flexibility to attend MDHA functions
* attention to professional demeanor and appropriate behavior/self-presentation at MDHA events
* to be self-directed in lifelong learning including leadership development
* to be receptive to mentoring
* good oral and written communication skills
* comfort speaking with large and small audiences
* know when to ask others for advice and assistance
* possess the confidence and knowledge of working in a virtual environment
* continually work on Universal Skill Sets

 Time Commitment:

* Spends an average of 10 hours a week with MDHA business and meetings.
* It is a two-year term.