



VOLUNTEER POSITION DESCRIPTION

Position Title:	Treasurer	Travel Required:	Occasional
Position term:	2 years	Reports to:	President
Anticipated hours/month:	5-10	Required meetings attended per year:	12
Position Description			
<p>OBJECTIVE OF POSITION</p> <p>Ensure proper and legal accounting takes place within the organization. Maintains fiscal responsibility of the organization.</p> <p>ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Oversee and approve organizations accounts payable, accounts receivable, online payments, banking, and all other finances through weekly contact with Executive Administrator, who does day to day work. • Attend monthly Executive Committee (EC) meeting—typically held in Twin Cities Metro Area on the 1st Thursday of the month, 8am-11am. • Give input on pricing, expenses and financial success of all programs and events. <ul style="list-style-type: none"> ○ Communicate with Programs and Education Committee on a regular basis. • Monthly review of profit/loss and balance sheet, tracking the financial stability of MSA. <ul style="list-style-type: none"> ○ Gives report to EC at each monthly meeting. • Receives and organizes MSA scholarship applications. <ul style="list-style-type: none"> ○ Presents applications to EC to vote on recipients. • Participates as active, decision making EC member. • Liaison between Membership and TREE Fund Chairperson and EC. <p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • All Chairpersons and Executive Committee members are allowed to attend one MSA event per year free of charge 			

To apply visit: <http://msa-live.org/get-involved/volunteer>

Or email Heidi at heidimsa@gmail.com