



TREASURER DESCRIPTION – EXECUTIVE COMMITTEE

Position Title:	Treasurer	Travel Required:	Occasional
Position term:	2 years	Reports to:	President
Anticipated hours/month:	5-8	Required meetings attended per year:	13

Position Description (*updated 12/28/2019*)

WORK WITH OTHER MEMBERS TO LEAD MINNESOTA'S ARBORICULTURE INDUSTRY THROUGH IDENTIFYING MEMBER NEEDS, COORDINATING WITH AND LEADING OTHER VOLUNTEERS, AND THROUGH BUILDING AND SHARING YOUR KNOWLEDGE AND EXPERTISE. WORK AS A TEAM WITH OTHER EXECUTIVE COMMITTEE MEMBERS TO DISCUSS POLICY, EDUCATION AND OTHER THINGS EFFECTING THE MEMBERSHIP AND ENSURE PROPER ACCOUNTING AND FISCAL RESPONSIBILITY OF THE DECISIONS TAKEN BY THE ORGANIZATION.

BENEFITS

- Build your professional network statewide and internationally
- Strengthen leadership and communication skills
- Attend one MSA event per year free of charge and the International Society of Arboriculture Leadership Workshop
- Add to your resume through serving in a leadership position
- Make decisions that benefit and impact the industry

ROLES AND RESPONSIBILITIES

Executive Role:

- Participate as an active team in making informed decisions effecting the membership.
- Assist in carrying out the mission and strategic plan of MSA.
- Attend and participate in Executive Committee meetings (12 per year).
- Oversee and approve expenses through bi-monthly contact through the Google Drive and email with MSA paid staff.
- Give input on pricing, expenses and financial success of all programs and events by maintaining regular contact with Programs and Education Chairperson.
- Oversee accounts payables, accounts receivables, online payments, banking, and all other finances. MSA paid staff does the day to day work.
- Give a report at each Executive Committee meeting on profits/losses, and balance sheet.
- Set up meeting for discussion and approval of MSA annual budget.
- Manage MSA scholarships and present to Executive Committee for decision.

Committee Support Role:

- Serve as Executive Committee liaison to Tree FUND and Vendor Relations committees, as well as other committees as assigned
 - Give regular updates to Executive Committee on activities of committees being overseen.
- Communicate Executive Committee strategic plan and direction to Tree FUND and Vendor Relations committees and provide guidance to ensure MSA's mission is being met and that education events meet the needs of MSA members.
- Attend committee meetings as needed.
- Work with and enable Committee Chairs as needed.
- Maintain regular communication and updates from Committee Chairs to relay to Executive Board.

ADDITIONAL NOTES

- All Chairpersons and Executive Committee members are allowed to attend one MSA event per year free of charge