

Women's Leadership Network Job Description-updated July 14, 2008

Position: **Treasurer, Executive Board**

Term: Two (2) years

Tenure: May not serve on executive board for more than three (3) consecutive terms, assuming the president-elect, president, and past-president as one (1) term.

Duties:

1. The Treasurer attends monthly Board meetings and provides financial standings and a financial report. A minimum of nine (9) are required per year. If she cannot attend the Board meeting, she should get the reports to the President prior to the meeting. The Treasurer should attend as many monthly membership meetings as possible.
2. The Treasurer is to support and encourage members of the Board, committee members, and the entire WLN organization.
3. The Treasurer is to promote WLN when asked to do so, as well as encourage more of the membership to get involved.
4. The Treasurer pays bills/invoices as needed or requested and approved by Board members, and maintains a filing system for paid bills/invoices.
5. The Treasurer makes monthly bank deposits, plus other deposits as necessary, to WLN's bank, and keeps and reconciles the checkbook. She also orders checks and deposit slips as necessary.
6. The Treasurer invoices members for membership dues that are renewable annually, receives dues payments from new and renewing members, and deposits these payments as they are received.
7. The Treasurer retrieves WLN mail and distributes it as necessary.
8. The Treasurer assists the President and Board in establishing a yearly operating budget.
9. The Treasurer arranges for completion of the June year-end income tax returns.
10. The Treasurer completes the biennial corporate renewal and required IRS Forms 1099.
11. At the end of her term of office, the Treasurer will turn over all the documents, post office key, files, etc. pertaining to her office to her predecessor. She will be available to answer questions during a transition period.

2008-2010-Crissy Thoms
2006-2008-Jenny Daughtee
2004-2006-Gwen Moser
2002-2004-Kris Walter