



Position: Executive Board - Treasurer
Term: Two (2) Years
Tenure: Can serve up to three (3) consecutive terms, assuming the President-Elect, President, and Past President as one (1) term
Updated: January-11

- 1) This position attends every monthly Board meeting. A minimum of nine (9) are required per year. If, for any reason, she cannot attend the Board meeting, she should pass on any pertinent information to another Board member to bring to the meeting.
- 2) This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization. She should attend as many WLN functions as possible.
- 3) The Treasurer retrieves WLN mail and distributes it as necessary to other Board members.
- 4) The Treasurer pays bills/invoices as needed and approved by Board members, and maintains a filing system for paid bill/invoices.
- 5) The Treasurer invoices members for membership dues renewable annually, receives dues payments from new and renewing members. She makes monthly bank deposits (more often as necessary) to WLN's bank, and maintains and reconciles the checkbook. She also orders checks and deposit slips as necessary.
- 6) The Treasurer assists the President and Board in establishing an annual operating budget.
- 7) The Treasurer arranges for the completion of the June year-end income tax returns, completes the biennial corporate renewal, and required IRS Forms 1099.
- 8) The Treasurer should be mindful of the nonprofit status, and guide the Board in decisions that may impact our nonprofit status.
- 9) At the end of her term of office, this position will turn over all documents, files, etc, pertaining to her office to her successor. She will be available to answer questions during a transition period (up to 3 months).

2012-2010 Crissy Thoms
2010-2008 Crissy Thoms
2008-2006 Jenny Daughetee
2006-2004 Gwen Moser
2004-2002 Kris Walter