

Dubuque Women's Leadership Network

Position **Executive Board - Treasurer**

Term Two (2) Years

Tenure Can serve up to three (3) consecutive terms.

Updated January 2023

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. The Treasurer's background needs to include accounting experience to ensure monthly reports are created and updated correctly.
3. The Treasurer is responsible for supplying an updated monthly Treasurers Report by email to the Board President no later than the Friday prior to the monthly board meeting. She will give a detailed presentation of the budget and seek the board's approval at each meeting.
4. This position is asked to promote WLN, support and encourage members of the Board, committee members, and the entire WLN organization.
5. The Treasurer attends all monthly luncheons/special events to assist with the check-in process and payment collection. As needed, the Treasurer will prepare and complete bank deposits for walk-in attendees. The Treasurer is responsible for bringing the bank bag, receipts, check book, and deposit slip information. If, for any reason, she cannot attend the luncheon/special event, she should pass on any pertinent information to another board member.
6. The Treasurer retrieves WLN mail twice per month and distributes it as necessary to other Board members. The Treasurer pays bills/invoices as needed and approved by Board members and takes care of any credit card expenses or issues.
7. The Treasurer invoices members for membership dues renewable annually (as required), receives dues payments from new and renewing members, and handles all collections matters. 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. She oversees and ensures adequate insurance placement for the network.
8. The Treasurer assists the President and Board in establishing an annual operating budget as well as preparing a budget for all special events.
9. The Treasurer arranges for the completion of the year-end income tax returns, completes the biennial corporate renewal, and required IRS Forms 1099.
10. The Treasurer coordinates any bank signer changes.
11. The Treasurer should be mindful of the nonprofit status, and guide the Board in decisions that may impact our nonprofit status. She will keep the board regularly informed of key financial events, trends, concerns, assess the fiscal health of the organization and ensure financial integrity and sustainability of the organization.
12. The Treasurer should stay current with technology trends in order to provide the best financial recording and reporting techniques for the betterment of the organization.

13. 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).

2023-2022- Jill Gogel

2021-2015 Stephanie Meyers

2015-2012 Sue Wichmann

2012-2008 Crissy Thoms

2008-2006 Jenny Daughetee

2006-2004 Gwen Moser

2004-2002 Kris Walter