



Treasurer Position Description

HCAM's mission is to provide members with opportunities to share ideas, develop leadership skills, and promote volunteer services that support Minnesota's health care facilities

HCAM's vision is to be the premier leader, partner, and resource for healthcare volunteers and auxiliaries

The Treasurer receives, cares for, and disperses funds within the limits of the adopted HCAM budget or as directed by the Board. The Treasurer presents the annual financial reports plus interim reports to the Board, as requested. The Treasurer performs similar duties for each of the HCAM districts.

Term

The Treasurer serves a minimum of a two-year term of office begins January 1, following election.

Responsibilities

1. Keep account and up-to-date records of all monies received, paid out, and where deposited
2. Make records available at all times to the Board
3. Consult periodically with President concerning status of accounts
4. Collaborate with the President to develop and implement a process for budget development
5. Preside at meetings of the finance committee, as requested
6. Prepare financial report and budget to present to the membership at the Annual Meeting
7. Manage process for annual audit; file income tax form and other reports with the IRS and State of Minnesota Attorney General's Office
8. Send copy of audit report and other financial documents as requested by MHA
9. Attend HCAM Board Meetings and other meetings, as requested by the President

Expenses

Expenses will be reimbursed consistent with the HCAM Standing Rules to include expenses for Board Meetings and other meetings as requested by the President

Qualifications

1. Basic accounting, business management, and banking knowledge and skill
2. Fundamental understanding of federal rules governing tax-exempt organizations
3. Knowledge of and commitment to the mission and vision of HCAM
4. Organizational leadership experience
5. Willing to commit time and travel
6. Written and oral communication skill
7. Technology expertise (e-mail, document preparation, banking software)

Benefits

Satisfaction that comes with service
Opportunities for personal growth and development

Time Commitment

Monthly/Ongoing

- Keep books up to date
- Receive member dues, and remit district dues
- Pay bills and Board member expense vouchers promptly
- Keep sales records for books, modules and any other item sold by HCAM.
- Submit MN sales tax yearly forms and pay MN sales tax due.

January

- Set up accounts for the new fiscal year
- Prepare/write financial reports for the previous year
- Submit financial reports to CPA/ Auditor
- Attend January Board Meeting, if scheduled
- Prepare, send, and present year end and Treasurer's Report to the Board

February/March/April

- Attend Board Meeting
- Prepare, send, and present Treasurer's Report to the Board
- Attend Legislative Day, if possible
- File income tax as prepared by auditor.

June

- Attend June Board Meeting
- Prepare, send, and present Treasurer's Report to the Board
- Present HCAM budget for approval by the Board

Summer

- Prepare interim financial report
- Manage payments for Annual Meeting/Conference registration
- Prepare financial report and HCAM budget for the Annual Meeting/Conference program book

September

- Attend September Board Meeting, Annual Meeting
- Prepare, send, and present Treasurer's Report and next year's budget to the Board
- Present financial report and HCAM budget to the HCAM membership at the Annual Meeting
- Attend Annual Conference, if possible
- Collect and deposit all funds from fund raisers at the Annual Conference
- Prepare year-end financial statements for each of the HCAM districts.

November/December

- Attend November Board Meeting
- Prepare, send, and present Treasurer's Report to the Board
- Renew insurance
- Submit and pay HCAM registration to MN Security of State
 - At the end of term, pass along all records/books to the new Treasure