

Treasurer

Role Overview: The Treasurer is elected by the general membership and begins their term on October 1st, following installation in the spring for the upcoming fiscal year. The Treasurer is responsible for maintaining the financial health of the Guild by overseeing its funds, reporting, and ensuring proper financial processes.

Key Responsibilities:

- **Funds Management:**
 - Receives and deposits funds into Guild bank accounts as designated by the Museum Director of Finance.
 - Approves disbursements and maintains the Guild's accounting records.
 - Generates and posts monthly financial reports in the Guild Room and on the Guild website.
 - Integrates Guild finances into the Museum's combined financials (under the Museum's 501(c)(3) status).
 - **Budgeting & Reporting:**
 - Chairs the Guild Finance Committee, which includes the Executive Committee and other appointed members.
 - Prepares an annual budget for the Guild, presenting it to the Guild Board, the Museum Director of Finance, and the general membership for approval each September.
 - Presents monthly financial reports at Board and Guild meetings, ensuring transparency across all financial matters.
 - **Committee Involvement:**
 - Attends various required meetings, including Guild Board meetings, Finance Committee meetings, Fair Steering Committee meetings, and Board of Trustee Finance Committee meetings.
 - Works closely with the Indian Fair & Market Chair for financial planning related to this major event.
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Skills & Qualifications:

- Experience in reading and analyzing business financial statements.
 - Knowledge of Generally Accepted Accounting Principles (GAAP) or basic accounting practices.
 - Ability to attend all required meetings and actively contribute to financial planning and oversight.
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Key Tasks & Timeline:

Training & Transition (May – August, prior to official start in October):

- Train under the outgoing Treasurer.
- Request budgets from each Guild committee by May-June.
- Consolidate these budgets into a unified Guild budget.

- Chair a Finance Committee meeting in late August/early September to review the budget before presenting it for board approval in September.

October – March:

- Oversee finances for all Guild programs, with a focus on the Indian Fair & Market.
- Assist in coordinating financial operations, including pre-sales and event planning.
- Supervise the money room during the Indian Fair & Market weekend (first weekend of March).

March – May:

- Present preliminary financial projections based on the Indian Fair & Market's outcomes.
- Finalize and reconcile all fair-related expenses and vendor payments.
- Begin tracking membership renewals, which tend to increase during this period.

Ongoing Duties:

- **Financial Oversight for Guild Programs:**
 - Monitor cash flow and ensure timely payments to the Museum for budgeted commitments.
 - Ensure proper handling of funds, including instructing Chairs and Coordinators on money handling procedures and overseeing cash room operations.
- **Endowment & Scholarship Fund Tracking:**
 - Track and report on Guild endowments and memorial donations.
 - Ensure accurate record-keeping for restricted funds, the general operating account, and program-specific funds like the Note Card account.
- **Guild Meetings & Reports:**
 - Present monthly financial reports to the Guild Board and general membership.
 - Post financial updates in the Guild Room and on the Guild website.

Special Events:

- **Indian Fair & Market:**
 - Focus on financial preparation and reporting for the Fair from November through March.
 - Supervise cashiering teams and ensure compliance with Museum policy regarding funds handling and security.

End of Year (April – September):

- Present end-of-year financial projections and scholarship fund status at the April Board meeting.
- Ensure all fair-related expenses are finalized and that vouchers for out-of-pocket costs are submitted promptly.
- Oversee membership dues processing as renewals taper off toward September.