



## LeadMN Treasurer Position Description

**Treasurer:** The Treasurer is responsible for maintaining the financial security of the association. This includes meetings with the Executive Director and President to develop the association budget.

The Treasurer ensures accountability of the LeadMN's revenues and expenses by monitoring all expenditures and maintaining a journal of all cash receipts.

The Treasurer chairs the Fiscal Committee. The Treasurer creates agendas for the meetings and provides materials, which includes all travel reimbursements submitted by staff or students, credit card statements, student stipends, any proposals for expenditures, etc.

The Treasurer presents on the financial position of the association at LeadMN conferences.

According to the LeadMN Bylaws, the Treasurer shall:

1. Ensure the overall financial security and accountability of the LeadMN;
2. Chair the Fiscal Committee;
3. Maintain a journal of all cash receipts;
4. Distribute monthly financial reports to the GC, GA, and all CSGs;
5. Present a report on the annual independent financial audit of the LeadMN to the GC and make copies available to CSGs upon request;
6. Coordinate bill payment procedures with the Executive Director;
7. Monitor all expenditures; and
8. Assume other duties as may be assigned by the President, the LeadMN governing bodies, or related to the office.