

Responsibilities and Suggested Competencies of the SMIA Treasurer

This is a two year commitment. The candidate must also have at least 2 years of continuous sobriety.

The Treasurer shall pay all obligations incurred by the membership, have charge of and be responsible for all funds, securities, receipts, disbursements of the Corporation and shall perform all duties ordinarily incidental to the office of a Treasurer. The Treasurer shall serve as the Chair of the Finance Committee.

As a part of these responsibilities, the Treasurer:

- Prepares the monthly financial report of income and expenses
- Presents the report to the SMIA Board and Membership at the monthly SMIA meeting
- Provides the monthly financial report to the SMIA Webmaster and Lifeline Publisher
- Prepares and submits the fiscal year budget to the SMIA Board and Membership at the April meeting
- Deposits all funds to the SMIA Business bank account
- Makes all payments to vendors and for reimbursable expenses incurred by committees
- Maintains the SMIA financial ledger
- Serves as the Chair of the SMIA Financial Committee
- Presents the annual audit to the SMIA Board and Membership

The Treasurer should be competent in:

- Basic accounting
- QuickBooks, Excel, or other accounting software
- E-Mail
- Word processing
- Public presentation