

Treasurer of Math Energy

How determined:

Elected by the general membership at large in March. In case the Treasurer is unable to fulfill the term, the board should appoint someone to fulfill the position.

Qualifications:

The Treasurer should be an active member of Math Energy for at least one semester, be an early childhood, elementary, middle-level or special education major. Board members must maintain a minimum GPA of 2.50 in order to remain on the Board.

Duties and Responsibilities:

1. Work with membership committee to collect dues at each General Meeting, especially the first meeting. Find 4 Board Members to help collect dues at meetings. Be sure they arrive 1/2 hour before the General meeting to help set up the registration area.
2. Make sure there is change at all meetings so dues can be collected. (Have \$100 in change at the first meeting of the semester and \$50 in change at all other meetings.)
3. Give Vice President a check for the speaker at the general meeting.
4. Give report of the treasury account at all Executive Board and General Membership meetings. A written Treasurer's report must be handed out at each Executive Board meeting.
5. Pay bills authorized by the Executive Board.
6. Keep ledger up-to-date.
7. Maintain a filing system of all bills paid with receipts attached.
8. Provide a written summary of the year's expenses to the Executive Board at the April Executive Board Meeting.
9. Balance the bank statement each month.
10. Meet with your Math Energy Advisor at least once a month. Check the Math Energy mailbox at least once a week.
11. Keep receipt books in order and make sure the four working helpers at each General Meeting give members receipts for any money they gave to Math Energy.
12. Keep records of Executive Board Meeting reports in binder.
13. Don't throw anything away! Check with Board and your advisor before throwing anything away from your notebooks.
14. Pass along materials to the next Treasurer.

15. Must attend all General and Executive Board Meetings. (Be at General Meeting 1/2 hour early.) Each Board member is allowed 2 excused absences a year. Any more than this, or an unexcused absence, will result in dismissal from the Executive Board.
16. Keep a record of how much money you got specifically from dues.
17. Keep a record of money from each type of fundraising separately.
18. After every general meeting collect the checks and make copies of them before depositing them in the bank. Then give the copies to the membership chair.