



OPERATING GUIDELINES

TREASURER AND FINANCE COMMITTEE

I. OBJECTIVE

To describe the responsibilities of and procedures to be followed by the Treasurer and the Finance Committee.

II. TERM OF OFFICE

The Treasurer will serve for a term of two years.

III. DUTIES

- A. Member of the Board of Directors.
- B. Leader of the Finance Committee.
- C. Attends **MARSQA** Board meetings.
- D. Provides a financial summary at each **MARSQA** Board of Directors meeting.
- E. The Treasurer ensures that **MARSQA** maintains accurate financial records by reviewing expenditures and financial status on a regular basis to ensure overall fiscal integrity and to provide an accurate statement of the current balances, income and expenses of the organization.
- F. Assists in the development of policies, procedures and Operating Guidelines for **MARSQA**.
- G. Votes on policies and issues that are required to effectively govern the chapter.
- H. The Finance Committee consists of the President, Vice President, Secretary and Treasurer.
- I. Assists with the yearly updates, or as needed, of credit cards for appropriate **MARSQA** Board members through SQA Headquarters.
- I. Communicates regularly with SQA accounting staff regarding income, expenditures, and account status on behalf of **MARSQA**.

- J. Participates in chapter Treasurer meetings as called by SQA headquarters.
- K. Reviews the SQA Chapter Financial Policy form yearly for submission to SQA.

IV. PROCEDURES

- A. The Treasurer is responsible for a review of all income and expenses on at least a quarterly basis.
- B. Expenditures and withdrawals exceeding \$500.00 must be approved (with documentation) by a member of the Finance Committee. Approvals may be given via e-mail, or other approved format for documentation. Approvals shall be maintained and archived.
- C. MARSQA checks are provided to the Treasurer for use, if needed. Prior to writing any checks, the Treasurer will assure sufficient funds are available in the checking account.

V. RECORDS

- A. Treasure's Report

A current financial summary report should be made available for presentation at the monthly Board of Director meetings and at all **MARSQA** membership meetings.

- B. Provides records annually to the Historical Committee, as appropriate.

VI. TIME REQUIREMENTS

- A. Approximately 5 days per year for membership and Board of Director meetings.
- B. Average of 3 hours per week on correspondence, phone calls, and other projects as delegated by the Board.