



## Minnesota Peony Society

### **MPS Treasurer/Membership Secretary's Duties and Roles**

**The Treasurer is the chief financial officer of the organization and all monetary transactions are to be channeled through the office. Monitoring financial health, recording transactions, making payments and reporting are all key roles in which the treasurer plays. The Treasurer works closely with the Newsletter Editor, Auction Chair, Website Manager and any other MPS entity which deals with monetary exchange. The Treasurer's position involves a number of highly specialized activities and numerous account observations.**

**In addition, as Membership Secretary, this officer will solicit and collect all MPS memberships and keep an active list of current membership. At times, this list is provided to Newsletter Editor to facilitate distribution of the newsletter.**

#### General Information

- 2-year terms (may be elected again after the end of a term)**
- Any member of MPS may be nominated for Treasurer/Membership Secretary and they need not be currently on the board**
- The Treasurer/Membership Secretary may be removed from office by the Board of Directors (BOD) for failure to act in the best interests of MPS**

#### Financial Duties

1. Attend all Board of Director meetings and supply a summarized report via email for the period prior to the meeting (1 or 2 weeks prior to the meeting).  
Summarized report should include:
  - i. Total assets of APS (including accounts)
  - ii. Profit/Loss
  - iii. Key transactions
  - iv. Comments pertinent to transactions during the period
2. Provide the Recording Secretary a copy of complete report for their records
3. Work with the appointed member (by President) to produce an annual audit of MPS Financial Records. Work is typically done in the months of September, October or November. After an audit is completed, the treasurer will produce a fiscal report. Audit results are to be posted on MPS website.
4. Fiscal Report is to be printed in the Newsletter, or an addendum to the Newsletter, on an annual basis.
5. Invoice and Record keeping for the following:
  - a. Record membership transactions from website and mail-in submissions.
  - b. Record auction profits/costs/losses. Work with Auction Chair to finalize transactions.
  - d. Record and make payments for Newsletter design, layout, printing and mailing. Work with MPS Editor to secure invoices.

- e. Record payments from commercial advertisers and produce invoices as needed. Coordinate this function with MPS Editor.
- f. Record donations from Website, Auctions, Conventions, Mail-in or other sources.
- g. Record payments required for MPS Website maintenance. Work with Website Chair to coordinate.
- h. Record and make payments to members performing activities which require reimbursement for MPS related work.

All records need to be transparent and accessible to the board and officers when requested.

#### Membership Duties

- 1. Record all membership dues received.
- 2. Maintain an active membership list. Format is choice of Membership Chair.
- 3. Have list available for Newsletter to use for mailings and distribution of newsletter.
- 4. Only publish members names if permission is given by member.
- 5. Memberships lists are not to be sold or given to any other entity.
- 6. Notify members of lapse membership via the newsletter mailing.
- 7. Supply paper and digital forms for members to use for sign-up as a member.