

DMOSC TREASURER
Job Description ~ 2013-2014

General Description:

Is responsible for all Social and Charitable monies for the DMOSC. Oversees the Social and Charitable budget and money market accounts. Oversees the Charitable committees. Is an elected member of the Executive Board. Has voting privileges. Attends all board meetings and functions. Is Bonded and is an authorized signature on all DMOSC accounts.

SPECIFIC TASKS:

1. The Treasurer attends all Board meetings and all other regular or special meetings of the DMOSC.
2. Keeps an accurate and organized notebook with current and past Board year records. A Board year begins June 1 and ends the following year on May 31.
 - a. The Board Notebook holds the following information for the current Board year's activities and duties: Board Meeting Information Sheet, Board/Luncheon Dates, DMOSC Board Roster, Monthly Calendar Duties, Job Description, DMOSC Organizational Chart, IRS Determination Letter, all Treasurer Reports, all current Charitable Committee Monthly Reports (including agendas, minutes, regular board reports and Treasurer after action reports), an accurate description of all Budget line items, Parliamentary Procedures and Motions, Blank Motion Sheets, Constitution, By-Laws, and Policies & Procedures.
 - b. The Board Notebook holds the following information for Historical needs: It holds three(3) previous Board year's information for the following: Minutes, Treasurer After Action Reports, May's Treasurer Reports (the actual Board report from June – April is optional, considering May is a summary of the board year), Budget Proposals (including revised budgets), any accountant/audit information, and any tax information.
3. Submits a monthly written board report each month. The Board Report must include all monies spent during the previous month. The financial report must include the yearly budget for each line item, money spent during the month, and remaining budget. You must include income as well (Gala, interest, way-n-means, etc). The report must include all DMOSC Charitable and Social Accounts. Also include monthly volunteer hours both on and off base.
4. Submits a monthly written report to the Secretary the Monday prior to the board meeting. This can be done via email or by dropping a paper copy in the Secretary's folder in the DMOSC mail box at the Mirage Club or by hand delivering it to the Secretary.

5. Estimates expenditures for the year in December (revised budget) and April (next year's budget) for the Executive Board Budget meeting. You might need to coordinate with the Vice President, Standing Committees, and President.
6. Will at all times, guard DMOSC Charitable and Social Monies and ensure all donations and expenditures fall within the IRS 501 C3 guidelines. This includes turning down any request for money that doesn't fall within those guidelines.
7. Over sees and works with the following committees:
 - a. Charitable
 - b. Scholarships
 - c. Ways-n-Means
 - d. Thrift Shop
8. Is an authorized signature on all DMOSC bank accounts and is bonded by the DMOSC Bonding Insurance.
9. Will go to Bank of Tucson and sign on all accounts in June and is the liaison between DMOSC and the bank. It is your responsibility to inform the President and/or Vice President of any changes or problems at the bank.
10. Insists that if expenses are incurred, any OSC member submits cashier receipts along with a detailed DMOSC Expense Voucher explaining the reason for the purchase.
11. Will not reimburse for any expenses over the allowed budget unless approved by the board.
12. Reconciles the bank account to bank statement each month.
13. Keeps all bank statements, checks, receipts, and vouchers to be turned into the account in June for the audit and taxes.
14. For historical data and continuity of information, the Treasurer also submits a separate "After Action Report" with the monthly report to only the President, Vice President and Honorary President/Advisor. This report details circumstances with your DMOSC business. Includes results and solutions or recommendations for an event or situation plus any suggestions for the following year.
15. Acts as liaison between the President, Vice President and the Budget. It is your responsibility to keep them informed on all issues with the Social and Charitable monies.
- 16.** Must keep Social Monies separate at all times from the Charitable monies. If an excess in the Social budget occurs, monies may be transferred from the social side to the charitable side. This may only be done with a majority approval of the board.
***IMPORTANT SIDE NOTE: Money from the charitable side can NEVER be transferred to the social side. This will violate the 501 C (3) status!**

17. If a co-chair for Treasurer is present, you may split duties for Treasurer between the Social and Charitable accounts.
18. Reviews and revises job description if necessary in December. Submits revised job description to the Parliamentarian at the January board meeting. Please note on your job description the year it was reviewed or revised.
19. Contacts the new treasurer filling the job for next year's Board. You must set up a time to meet before the June Board meeting. Explain the procedures of your job thoroughly and turn over all books and paperwork. Attend June's Combined Board Meeting where both incoming and outgoing Board members are present. Note: President may request incoming/outgoing chairpersons to meet in small groups during June board meeting.
20. Must prepare books to be turned over to an independent audit in June or at any time the President and Advisors deem necessary.
21. Thank you for volunteering your time and have a terrific year!

(Revised March 2013)