

## ATV Maine Treasurer

Position Title: **Treasurer**

Reports to: President

Position Status:  Hired  Stipend  Volunteer (Voted)

Voted by: Board of Directors

Stipend (if any) \$600.00 per year

### General Qualifications:

- The Treasurer must be Bonded.
- To protect the integrity of the organization.
- To attend all regional, annual and any other meetings that the Executive Board deems necessary.
- Must have good leadership skills and the ability to delegate tasks.
- Must have excellent diplomatic and communication skills to the level of the position.
- Must be a self-motivator.
- Must be a member of an ATV Maine affiliated club.
- Must have advanced computer skills.

The Treasurer must understand and follow:

- a) ATV Maine's By-Laws;
- b) ATV Maine's Rules and Guidelines;
- c) ATV Maine's Policies; and
- d) Robert's Rules of Order (unless in conflict with a), b), or c) above)

The Treasurer shall perform the day to day financial transactions of ATV Maine which include but are not limited to:

1. Process and verify incoming funds with the documents provided.
2. Problem solve any discrepancies between funds received and the paperwork submitted.
3. Notify clubs of any overages or shortages.
4. Pay any incoming bills.
5. Create invoices for money owed to ATV Maine.
6. Enter all transactions into the current accounting program.
7. Process Trail Committee expense reports and any other reports needed or requested.
8. Process brochure forms from the dealers who pay for individual club memberships.
9. Organize information for the annual budget and audit.
10. The Treasurer will be the registered agent for the incorporation charter with the State of Maine.
11. The Treasurer will not pay any expenses, unless approved, as in accordance with the By-Laws.

12. Provide a written financial report for the ATV Maine meetings.
13. Always retain appropriate documentation for all transactions indefinitely.