The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Board of Directors to safeguard the organization's finances, including financial planning and budgeting, financial reporting, banking, bookkeeping and record keeping.

Prerequisites: Bookkeeping/accounting background or skills and access to computer and email. Adept with Quickbooks and Excel. Understanding of GAAP; experience with financial audits. Due to the specialized nature of this position these prerequisites may be waived by the Board of Directors.

Inventory: Bylaws and operating procedures; copies of financial statements prepared by MQ Bookkeeper; tax and IRS information, authorized signature list; financial and investment policies.

ACCOUNTS:
Checking and Savings: US Bank.
Investment Account: Morgan Stanley Dean Witter

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:
- MQ Member in good standing.
- Receive files from previous officer at September Board meeting.
- Attend all MQ Board meetings and assist Bookkeeper to give Financial report. Inform President and Bookkeeper if unable to attend and forward appropriate information/reports to delegate.
- Attend one of the MQ regular monthly membership meetings whenever possible.
- When not held with a Board meeting, preside over Finance Committee (Treasurer, President, President-elect, Past-President, and Operations) meetings.
- Be available to sign checks once a week at the MQ office.
- Review monthly reports for MQ Board.
- Review and initial all bank reconciliations and investment account statements.
- Schedule auditors for annual audit/financial review and Form 990.
- Assure bookkeeper prepares financial information for upload to auditor on a timely basis. Review drafts of audit/financial review and Form 990.
- Provide audited/reviewed financial statements and Form 990 for posting to MQ Website.
- Assure 1099 forms are prepared annually following IRS instructions and sign and assure Form 1096 is filed with IRS Review financial policies and procedures for conference, events, and meetings and bring recommendations for updates to board.
- Participate as a member of the Show committee and work at conference with Bookkeeper and/or Office Administrator.
- Ensure MQ financial policies are followed.
- When a new treasurer takes office, the outgoing treasurer assures that the existing parent credit card is turned in and that the new treasurer is issued a new parent credit card.
- Work with board and staff in June and July to prepare annual budget proposal for upcoming fiscal year and present for approval at August Board meeting.
- Present year-end financial statements at October Board meeting. Write summary of financial activities/trends during the fiscal year; this will be used for the Annual Report along with audited/reviewed financial statements.

Member of the finance committee.