



United in security leadership

Position

Treasurer

Position Purpose

The UMSA Treasurer shall be responsible for all funds and property of the Board and shall in general perform all duties incident to the office of treasurer, subject to the control of the Board of Directors, and shall do and perform such other duties as may be assigned by the UMSA Board of Directors.

The Treasurer is responsible for keeping the organization's financial house in order. Such tasks include:

- Preparing the annual budget with input from UMSA board members, managing director, committee chairs and/or consultants
- Paying invoices and making deposits
- Keeping a complete financial record of all transactions using QuickBooks
- Working with vendor partners (e.g. to file income taxes, secure event/board insurance, etc.)
- Oversee activities of the bookkeeper
- Present financial report to the UMSA board of directors

The Treasurer may be involved with various committees in either participatory or leadership role(s).

The Treasurer is a voting member of UMSA.

The Treasurer must uphold UMSA's code of ethics as outlined in the UMSA Bylaws.

Term

The Treasurer assumes a 2-year commitment at the start of his or her position (September 1) and shall attend all UMSA board meetings through the end of his/her position (August 31).