

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY CONTROL
SECTION POLICY**

POLICY NUMBER: MSP-F-002	SUBJECT: Position Description - Treasurer
ORIGINATION DATE: 3/21/96	ACCOUNTABILITY: Section Chair
APPROVAL DATE: 5/7/96	APPROVAL BY:
REVISION DATE: <u>2/4/03</u>	PAGE NO: 1 of 2

1.0 OBJECTIVE

- 1.1 This policy defines the responsibilities, authorities and accountabilities of the Treasurer of the Minnesota Section American Society for Quality.
- 1.2 The policy is intended to ensure that key activities and tasks are performed on a timely basis by the Treasurer during the course of his or her tenure.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 The Bylaws of the American Society for Quality
- 2.2 The Bylaws of the Minnesota Section, Article V Section 5.5.
- 2.4 All Section Financial Policies (F series).
- 2.5 MSP-A-008 Solicitations
- 2.6 MSP-A-011 Section Records

3.0 SUPERSEDES

- 3.1 MSP-F-002 approved 5/7/96.

4.0 GENERAL DUTIES OF THE TREASURER

- 4.1 Provide fiscally responsible practices consistent with commonly accepted accounting practices and in Society requirements and acceptable formats.
- 4.2 Include in the financial records an operating statement, balance sheet and records which trace to the source expenditure and receipt documents.
- 4.3 Reconcile the financial records after the close of the fiscal year to enable the transfer of fiscal responsibility to the next fiscal year.
 - 4.3.1 Acceptance of the year-end reconciliation by the Society will officially close the past fiscal year. The submitted financial reports must be in Society-required format.
- 4.4 Provide oversight of the treasuries and treasurers of all Section activities including, but not limited to, Conferences, Task Groups, education funds and joint conferences.

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY CONTROL
SECTION POLICY**

POLICY NUMBER: MSP-F-002	SUBJECT: Position Description - Treasurer
ORIGINATION DATE: 3/21/96	ACCOUNTABILITY: Section Chair
APPROVAL DATE: 5/7/96	APPROVAL BY:
REVISION DATE: <u>2/4/03</u>	PAGE NO: 2 of 2

- 4.5 Actively develop leadership skills of Section members and recruit and train potential Section Treasurers. There will be an active search for at least one member who offers potential interest as treasurer.
- 4.6 Perform the duties defined in Section financial policies and in policy MSP-A-008, Solicitations.
- 4.7 Coordinate deposits required when making program arrangements with the Vice Chair, Programs
- 4.8 There will be full participation by the Treasurer in the leadership-training program. The Treasurer will maintain training material pertaining to that position.
- 4.9 Annually review and update policies, including this policy, relating to financial activities.
- 4.10 Provide regular financial status reports at each regularly scheduled Executive Board meeting.
- 4.11 Archive all financial records accumulated for the fiscal year according to MSP-A-011. The archive package will be organized into a logical accounting categories and a supporting index to enable rapid retrieval. This archive package will include the transactions, ledgers, records, and reports. Computer disc files must be supported with hard copy.
- 4.12 Establish, submit for approval, and manage the approved Treasurer's budget.
- 4.13 Establish goals and objectives for this position with measures in accordance the Section Strategic Plan, Section Bylaws, and this policy. Submit to the SMP Chair and report progress in January along with a summary at the end of the term.

5.0 TERM OF OFFICE

- 5.1 No person shall hold the office of Treasurer of this Section for more than two successive full terms.

6.0 APPROVAL

- 6.1 Approved by the Minnesota Section ASQ Executive Board

Section Chair

Section Secretary

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY CONTROL
SECTION POLICY**

POLICY NUMBER: MSP-F-002	SUBJECT: Position Description - Treasurer
ORINATION DATE: 3/21/96	ACCOUNTABILITY: Section Chair
APPROVAL DATE: 5/7/96	APPROVAL BY:
REVISION DATE: <u>2/4/03</u>	PAGE NO: 3 of 2

Date