



## ARTICLE IX: DUTIES OF OFFICERS

The Treasure shall:

1. Serve as an authorized signer on all Guild bank accounts.
2. Maintain the Guild bank accounts including:
  - a. Receiving and depositing income.
  - b. Paying approved expenses for all Guild activities.
  - c. Reconciling monthly all bank statements.
  - d. Maintaining a detailed check register and Cash Flow report that clearly identifies sources of deposits and expenditures.
3. Ensure that permanent records are kept of all financial transactions of the Guild.
4. Present monthly financial reports at each Board meeting and as otherwise requested.
5. Present a full financial report annually, and provide all financial reports required by outside Agencies.
  - a. Submit 990N to the IRS/Treasury Dept annually by May 15<sup>th</sup> of each year.
6. Serve as Budget Committee Chair with a committee of three members of the Guild; be responsible for preparing a balanced budget for the following operating year for presentation to the Board at the March meeting. This budget shall become effective upon approval by the regular membership at the March annual meeting.
7. Remit annual payments as required to include:
  - a. Annual fees to the national Modern Quilt Guild in March of each year.
  - b. Annual fee to SCCQG in September each year.
  - c. Annual insurance premium purchased through SCCQG in September each year.
8. Surrender, at the request of the Board, any documentation to the audit committee or executive board at any time.
9. Oversee the guild's membership as follows
  - a. Responsible for maintenance and storage of the Guild's membership list.
  - a. Enter new member changes, additions or removals to the master membership list built in Excel.
    - i. Maintain accuracy of the Guild's membership list by updating the master membership list as changes are communicated.
    - ii. Coordinate annual membership personal contact verification by soliciting for changes/updates at general meetings and/or by phone or through email.
    - iii. Following annual membership drive, remove unpaid members by April 1st annually.
    - iv. Distribute a copy of the current membership log to the Executive Board and send to the guild's email for retention in our 'Google Drive' folder linked to [iemodernquiltguild@gmail.com](mailto:iemodernquiltguild@gmail.com).



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- b. Update guild members with membership totals and significant changes at General and/or Executive Board meetings as appropriate.
  - c. Advise Executive Board of membership changes and trends on a monthly basis.
  - d. Coordinate sign-in staffing at Guild meetings and all events.
    - i. Provide paper copy of attendance sign-in sheet for Welcome/Hospitality Table at events and confirm staffing.
    - ii. Supervise Welcome/Hospitality Table staff at events.
    - iii. Confirm any sign-in sheets are collected and returned to the Treasurer at the conclusion of the meeting.
2. Attend Executive Board Meetings as scheduled.

**Estimated Time Monthly: 2.5 Hrs**