



Role and Duties of the MCSBA Treasurer

1. Attend all MCSBA meetings and events
2. Report on MCSBA finances at Steering and Executive committee meetings
3. Review auditor's report and present findings to Steering and Executive committees
4. Work closely with the Executive Director in the monthly monitoring of the Association's finances
 - a. Sign checks as needed
5. Work with the Executive Director to develop the annual budget proposal and
6. Serve on the Budget committee
7. Participate in the evaluation of the Executive Director
 - a. This process is outlined in the MCSBA practices & procedures document