

Responsibilities of the MCSBA Treasurer

Attends Steering and Executive Committees to report on the Association's finances. Also goes over the outside auditor's annual review of Association finances and reports on those findings to the Steering and Executive Committees.

Works closely with the Executive Director in the monthly monitoring of the Association's finances.

Normal practice is the Treasurer signs all checks unless he is unavailable. In that instance, the Executive Director signs checks and reports her actions to the Treasurer.

Works with the Executive Director in developing the annual budget proposal and serves on the Budget Committee.

Participates in the evaluation of the Executive Director.

This procedure is described in the MCSBA Practices & Procedures brochure.