



KENTUCKY MASTER FARM HOEMAMKERS GUILD

POSITION DESCRIPTION – TREASURER

QUALIFICATIONS: Must be capable of and willing to keep the financial records and handle the financial activities of the Kentucky Master Farm Homemakers Guild. The individual shall be familiar with accounting procedures and be able to keep accurate records for preparation of financial statements and budgets.

TERM OF OFFICE: Treasurer shall serve for a term of three (3) years and shall not hold the same office for more than one consecutive term. The term of office will begin July 1 of the year of election.

SPECIFIC RESPONSIBILITIES:

- Attend all meetings of the Kentucky Master Farm Homemaker Guild, Executive Committee, and special called meetings.
- Keep an accurate record of all financial records of the Guild and maintain records for examination by the Master Farm Homemakers Guild Audit Committee on an annual basis.
- Receive yearly dues from the active membership.
- Notifying in writing each member who is two (2) years delinquent in paying dues.
- Provide the President, Secretary, and the Master Farm Homemakers Guild Advisor with an up-to-date listing of the membership and a listing of members delinquent in paying dues by June 1.
- Pay monies as directed by the President and/or Executive Committee.
- Prepare financial records for review by the Audit Committee for examination at the end of the treasurer's term of office.
- Preparing and presenting an annual proposed budget and the annual financial report of funds received and expended for the year at the spring annual meeting.
- Purchasing Master Farm Homemakers Guild pin and name tag for each new member and replacement pins and name tags for existing members.
- Sending flowers or a charitable donation in memory of a deceased member or spouse and sending a card to the next of kin to specify the action taken.

MENTOR: MFHG President and University of Kentucky MFHG Advisor