

UMMen Conference Treasurer

Major Job Responsibilities

As a Leader:

- Performs customary “accounting” duties in accordance with generally accepted accounting principles and standards including: establishing and maintaining a checking account; establishing and updating chart of accounts; receiving and depositing monies; recording receipts and deposits; issuing checks; recording checks issued; reconciling bank statements with accounting records on a continuous basis.
- Prescribes procedures for the collection and handling of monies by other members of the Cabinet in connection with Conference UMMen events.
- Serves along with the President and VP Membership & Development on the “Finance Committee”.
- Provides financial data to Finance Committee in format, detail, and timeliness for budget preparation.
- Counsels and assists Finance Committee in budget preparation.
- Provides financial advise to the Finance Committee and Cabinet in order to keep Conference UMM on sound financial footing.
- In concert with the Finance Committee arranges to have the accounting records audited on an annual basis and takes corrective action accordingly.
- Receives, analyzes, and reports to Cabinet on financial information and any reports received from the Conference treasurer on investment accounts maintained with Conference Treasurer.
- Makes recommendations to the Finance Committee regarding proper action pertaining to reserve and investment accounts housed with Conference Treasurer.
- Compiles, updates, maintains, and distributes copies of financial reports to Conference UMMen Cabinet.
- Maintains current and historical records of the finances of Conference UMMen in form and substance sufficient for passing along to his successor in a timely and responsive manner.
- Serves as Channel of Communications
 - Interprets messages, instructions, requests, and directives from Conference, SEJ, and GCUMM offices
 - Redistributes above and transmits to District Presidents and others for action
 - Suggests articles for inclusion in the “BEACON” and composes as appropriate.

As a Follower:

- Receives general guidance, direction, and oversight from President
- Assists the President in carrying out his duties by serving as a key counselor and adviser
- Is a fully responsible, responsive, and supportive member of the President’s team and the UMMen Cabinet