

**Treasurer Job Description**  
Pacific Northwest Conference  
United Methodist Women

The Treasurer, working cooperatively with the President and Executive Team shall assist the United Methodist Women of the Pacific Northwest Conference in fulfilling the PURPOSE. She shall become informed concerning the financial responsibility of the organization and the program and responsibilities of the United Methodist Women National. She shall be bonded through the United Methodist Women National office. (*Bylaws of the United Methodist Women in the Conference, Article 11, Section 5*)

**SHE SHALL**

- Keep books/record all transactions.
- Write checks for all approved vouchers, invoices and fixed budget items.
- Reconcile bank accounts- checking and savings.
- Keep, duplicate and make available conference expense vouchers at all meetings and events.
- Orders checks and deposit slips as needed.
- Request repayment for all returned checks.
- Do quarterly closing of the books.
- Do annual closing of the books.
- Find an auditor and have books audited annually.
- Make signature changes for new officers as President, Secretary and/or Treasurer change.
- Prepare and send to United Methodist Women National the bonding report annually.
- Calculate the amount to keep for the quarter's expense based on budgeted amounts.
- Prepare and copy Financial Statement, Administration & Membership Development (A &MD) Financial Report, District Quarterly Report Savings & Retained Earnings Report for prior quarter for each executive meeting
- Distribute, present and explain financial reports.
- Pay A & MD to district quarterly
- Report and pay quarterly remittance to United Methodist Women National
- Write and send checks and letters for all scholarships awarded
- Communicate with District Treasurers by counterpart letters four times per year- normally when quarterly checks are sent out.
- Get cash change for the Mission Secretary of Program Resources for the sale of resources in the Program Resource room at all United Methodist Women events that have a Program Resource room.
- Collect registration forms and make registrations for all conference officers for the Mission u, The Spiritual Retreat and the Conference Annual meeting.
- Coordinate and make hotel reservations for the conference officers and Committee on Nominations members for Conference Annual meeting and other meetings as needed.

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- As a member of the Endowment Committee, attend two meetings a year, usually in January & July. Record all receipts and distributions for the Endowment Fund. Make all deposits & withdrawals to the fund. Prepare a financial report for each committee meeting. Send all endowment gift forms, copies of donation checks and quarterly endowment fund statements to chair of Endowment Committee. Maintain history of receipts for the fund. Maintain the pages for the “memory” book.
- Chair the Youth Travel Fund (YTF) Committee; receive YTF applications; copy & distribute YTF applications to committee with amount of money available and deadline for recommendations to be returned. Compile recommendations & determine applicants to receive YT funds. Write & Mail checks with a letter to each recipient. Write and mail letter with explanation to all applicants not receiving funds. Compile a financial report for the YTF for the year. Write articles publicizing the Youth Travel Fund for the conference United Methodist Women newsletter and other conference UM publications. Recruit committee members.
- Chair the Finance Committee. Preside at the annual Finance committee meeting held in July before the Mission u. Compile and present the District proposed A & MD budgets for the next year. Direct Finance committee review and approval of District A & MD budgets. Prepare & copy the proposed A & MD budget and Pledge to Missions for the next year. Present and direct Finance committee review and approval of conference pledge to Missions and A & MD.
- Provide prior year’s Financial Statement & A & MD Financial Report and the next year’s proposed budget for the Conference Annual Meeting book.
- At the Conference Annual meeting prepare and present the Pledge Service with the Mission Coordinator for Education and Interpretation. Plan and coordinate the receiving of the offering.
- Present and request approval of the proposed conference Pledge to Missions and A & MD budget. Recruit and coordinate District Treasurers to count the offering and prepare the deposit.
- Order Special Mission Pins United Methodist Women as they come in.?
- Order Special Mission Recognition pins for outgoing officers at the direction of the Chair of the Nominations Committee.
- Take and make available Gift in Memory and Gift to Mission cards to all conference United Methodist Women sponsored events.
- Prepare and copy training materials for District Treasurer’s training. Give training to District Treasurers at District Leadership Training Event. (DLTE)
- Write articles for the conference United Methodist Women newsletter.
- Participate in conference officer’s reading program.
- Send legacy funds receive to the United Methodist Women National as received.

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**REPORTS TO**

United Methodist Women National, Conference Executive Committee & United Methodist Women membership, Endowment Committee

**RELATES TO**

Conference President, Conference Mission for Education & Interpretation & Secretary Program Resources, Chair of the Scholarship Committee

**TERM OF OFFICE**

The term of office is 2 years. A second and third two- year term may be offered. The term of office starts in January and ends in December. May not serve more than six years in this position.

**RESOURCES**

The conference will reimburse travel and other expenses related to the job according to the Standing Rules. Overnight stays may be necessary.

- Prior Treasurer's financial records
- Numerous United Methodist Women National resource materials
- Computerized record keeping system
- The Financial Handbook
- United Methodist Women Leadership Training
- The Conference Standing Rules
- The Conference Officers Handbook
- The Youth Travel Fund Standing Rules
- The Endowment Fund Standing Rules
- "Where the Money Goes" packet

Using a computer, the job takes 10 – 40 hours a month. Some months it takes more due to meetings (mainly July and October). Must have email account due to lots of correspondence through the year by emails.

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**MEETINGS—ATTENDANCE REQUIRED**

- Executive/Program/Finance Committee 1.5 days in January, April, July, October
- Mission u 3 or 4 days in July
- Annual Meeting/District Leadership Training 1.5 days in October
- Mission u Committee Meeting Usually before Executive Meetings
- Endowment Committee Usually January and July at Exec. Meeting

**OTHER MEETINGS/EVENTS—ATTEND IF POSSIBLE**

- District Executive Meeting
- District Annual Meeting
- District Spiritual Retreat (alternate years)
- Local Unit Meetings

**OTHER MEETINGS AND EVENTS—NOT REQUIRED**

- Leadership Training (first time officer-one time only) 3 days + travel in November
- Spiritual Retreat 2 days in April every other year
- Assembly 4 days + travel every 4 years (2018 etc.)
- Jurisdiction 4 days + travel every 4 years (2020 etc.)