



United
Women
in Faith

Job Description District United Women in Faith Treasurer

TITLE: Treasurer

CHOSEN BY: Nominated by Committee on Nominations and elected at the District Annual Meeting.

TERM OF OFFICE: Elected for 2 years. Can be re-elected for two additional 2-year terms. Limit of 6 years.

RESPONSIBILITIES:

1. Receive all funds and make all disbursements.
2. Keep cash journal, district summary of remittances and record of all Administration & Membership Development expenses.
3. A&MD – prepare expense voucher form.
4. Balance all expense vouchers according to financial policy of the District.
5. Reconcile cash journal to bank accounts.
6. Receive A&MD funds to the district treasurers Quarterly.
7. Receives all reimbursement forms signed by two of the following: President, Vice President, or Secretary. Disperses checks for approved reimbursements within 30 days.
8. Prepares District pledge to Conference according to the pledges of the Local Units.

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9. Prepares District budget relating it to previous years expenses of the District.
10. Prepare pledge service for the District Annual Meeting.
11. Prepare Candle Burning service for Annual Meeting.
12. Prepare pages in Annual Meeting Program Book for pledge, Candle Burning, and 5 Star Units.
13. Serve as chairman of finance meetings that meets with District Mission Team usually by August.
14. Prepares a printed summary of expenses for a report to the Mission Team at all Mission Team meetings.
15. Keeps District President informed about District finances monthly.
16. Attend all committee meetings related to Finance, Mission Team Meetings, and Annual Meeting.
17. Attend Leadership Training from Conference Treasurer.
18. Prepare and lead training for local treasurers at the District Officer Training event.
21. Write articles on Finances for the District Newsletter.

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22. Keep a journal or a notebook of your activities while you are in office to give to the next person taking your position.
23. Be available to attend District Events when requested and do presentations about Finances and “Where the money goes” if asked to do so.

Resources:

- Conference Counterpart
- Conference Training Event
- Previous treasurers’ information
- Previous years budgets
- Excel - very helpful for recording in cash journal and district summaries.

Reports to:

- District Mission Team (Treasurer’s report)
- Audit reports to National Office
- Quarterly letters to local treasurers
- List of officers to be bonded by National UM

Relates to:

- All District elected and appointed officers
- Conference treasurer
- National Financial Office