



United
Women
in Faith

Job Description
Missouri Conference United Women in Faith
Treasurer

TITLE: Treasurer

CHOSEN BY: Committee on Nominations and elected at the
Conference Annual Meeting.

TERM OF OFFICE: Elected for 2 years. May be re-elected to two additional 2
year terms; can serve up to 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 (A & MD) expenses.
3. A&MD – prepare expense voucher form.
4. Receives all expense vouchers and reviews according to the Financial
Policies of the Missouri Conference United Women in Faith for
accuracy.
5. Has vouchers signed by two of the following: President, Vice President,
or Secretary. Disburses checks for approved reimbursements within 30
days.
6. Reconcile cash journal to bank accounts.
7. Quarterly distribute A&MD funds to district treasurers.
8. Prepares pledge to National Office according to the pledges of the
Districts.
9. Prepares Conference budget for presentation to the Conference United
Women in Faith Leadership Team for approval relating it to the
previous 3 years expenses of the Conference and district budgets.
10. Prepare pledge service for the Conference Annual Meeting.

11. Prepare Candle Burning service for Conference Annual Meeting.
12. Prepare pages for the Annual Meeting Program Book for the previous year's Mission Giving pledge, Candle Burning, 5 Star Units, and the proposed budget for the coming year.
13. Serves as chair of Finance Committee (District Treasurers and Conference UWF Leadership Team) which meets in March or April and August.
14. Prepares a printed summary of Mission Giving and expenses for a report to the Leadership Team meetings in March or April and August.
15. Keeps Conference President informed about Conference finances monthly.
16. Attend all committee meetings related to Finance, Leadership Team Meetings, Annual Meeting and Mission u.
17. Serve on committee for Legislative Event.
18. Serve on committee for Mission u.
19. Attend Leadership Development Days sponsored by National Office UWF. Offered on ZOOM.
20. Prepare and lead training for District Treasurers as appropriate.
21. Write articles on Finances for the Conference Newsletter. (*Mission Voice*)
22. Keep a journal or a notebook of activities while in office to give to the next treasurer.
23. Be available to attend District Events when requested and do presentations about Finances and about *where the money goes* if asked to do so.

Resources:

- National Handbook
- Training Manual from National United Women in Faith (online remittance)
- Daily Prayer Guide
- Previous treasurers' information
- Previous years budgets
- Excel very helpful for recording in cash journal and district summaries.

Sends Reports to:

- Conference Leadership Team (Treasurer's report)
- Audit reports to National Office
- Quarterly letters to district treasurers
- Registration of meetings to National United Women in Faith for insurance as required.
- National United Women in Faith of the Conference and District officers including Mission u to be bonded. (Officers who are approved signers on banking accounts.

Relates to:

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