

## MCDA Treasurer Job Description

### Term of Office:

- The Treasurer shall serve for a period of one year or until a successor is chosen.

### Duties:

Elected officials are expected to attend board meetings and MCDA events. There are usually about six board meetings each year. Board members are expected to pay the student registration fees to MCDA events.

In addition, the Treasurer shall:

- Serve as a member of the Executive Board.
- Assist in the preparation of the budgets for MCDA, its committees, and its publications.
- Follow accepted procedures for handling the funds of MCDA.
- Recommend to the Executive Board any needed modifications in procedures for managing the fiscal affairs of MCDA.

MCDA uses an accountant to maintain its records and prepare tax returns. Therefore, the treasurer is expected to familiarize him/herself with the accounting practices, to advise the board on proposals that relate to finances, to collect fees for workshops and conferences and deposit them in a timely manner, and to assure that the accountant has correctly stated our finances.

### Qualifications:

- Candidates are expected to have demonstrated commitment to the field of career counseling.
- Preference is given to those who have exhibited good financial management skills and have a reputation for following through on their commitments.

### All nominations must include:

- A professional resume of the proposed nominee.
- A letter from the nominee stating his or her willingness and ability to serve.
- When applicable, a letter from the nominee's employer recognizing the time and resource commitment involved.

To assure your satisfaction with the "bio" used for the ballot, you are encouraged to submit a one paragraph description of your accomplishments in addition to the above materials.

### The election process:

- The names and bios of all persons nominated for elective offices shall be distributed by the Nominations and Elections Committee to all certified members of the Association by mail or e-mail.
- All mail or e-mail ballots shall be returned to the Past-President in accordance.