

Section 5

The Treasurer shall serve a term of two years. The Treasurer shall keep an account of all monies received and make payments and disbursements. Between October 1 and November 30 of each year the Treasurer shall present a proposed budget for Board approval. The Budget will include estimates of both "income" and "expense" items for the following two years. At the completion of each fiscal year, the Treasurer shall provide a financial statement to be posted to the members only section of the website and will reference that posting to the membership at the January meeting. ~~In the event of the Treasurer's inability to act as Treasurer, the President is also authorized to make such payments and disbursements, until such time as a new Treasurer is appointed or elected to fill any vacancy of office.~~ The Treasurer shall be responsible for filing tax forms and the state annual report by their due dates. The Treasurer shall meet quarterly with the President and/or Vice President to detail and review the transactions and bank statements of the quarter just completed. The completion of this review shall be noted in the next MQG newsletter.

~~The Treasurer and the President will – early into or in advance of the Treasurer's second year of her term – select and appoint an Assistant Treasurer who can perform the Treasurer's duties in the event of absence. The Assistant Treasurer will be added as an authorized signer on the Guild's Bank Accounts. This Assistant Treasurer should be an individual who will be willing to serve as Treasurer at the end of the current Treasurer's term and will be included on the slate of officers to be voted on by Guild Members.~~