

## **Master Brewers Association of the Americas – District St. Louis**

### District Treasurer, Duties and responsibilities

The District Treasurer is an Officer of the District and member of the Executive Board, duly elected by members of the District.

The Treasurer shall perform the following duties on a monthly basis:

- Maintain and balance all bank accounts held by the District.
- Receive all funds from social events, sales, promotions, dues, and all other sources, excluding membership contributions to monthly meetings. Funds collected shall be deposited into a District account.
- Disperse funds to pay bills, settle accounts, and any other payments authorized by the District Executive Board.
- Report to the members the status of the District treasury at each monthly business meeting.
- Maintain all appropriate records necessary to document all cash flow to and from the District treasury.

Additionally, the Treasurer shall:

- Assist event chairpersons in the collection of any outstanding funds and pay all bills generated by the event. A report shall be prepared showing net profit or loss for the event for the Executive Board.
- File any required reports to government agencies.
- Move funds in and out of the general account to pay current obligations while maintaining the maximum practical funds level in higher interest-bearing accounts.
- Archive all financial records for the District.
- Ensure that new signature cards are obtained for the District accounts upon changes in District leadership.