

CUPA-HR Midwest Region Calendar of Duties

Position on Board: **Treasurer**

Date: 2003-2004

Position Overview: Oversee regional finances; ensure compliance with fiscal rules and policies; prepare and monitor budget and expenses; and review and approve all regional expenditures.

Please indicate the duties of this position each month of the term. Attach sample correspondence, forms, checklists, contracts, etc. Prioritize within month if necessary.

JULY	Must Be Completed By:
Attend ALP	As scheduled
Reconcile monthly financial statement.	July 20
Review, approve, and submit requests for payment and expense reimbursements as received.	on-going
Working with the on site coordinator, obtain paperwork needed to apply for the tax exempt status for the state where the next conference is being held. When received, forward original to Eric, with a copy to the MWR Chair. Retain a copy for the files.	Prior to first Board meeting.

AUGUST	Must Be Completed By:
Reconcile monthly financial statement.	August 20
Review, approve, and submit request for payment and expense reimbursements as received.	on-going

SEPTEMBER	Must Be Completed By:
Prepare final financial report for prior year for Region.	September 1
Reconcile monthly financial statement.	September 20
Review, approve, and submit request for payment and expense reimbursements as received.	on-going

OCTOBER	Must Be Completed By:
Attend Fall MWR Board meeting.	As scheduled
Submit expense report to Chair for signature.	One week after Board meeting.
Reconcile monthly financial statement.	October 20
Review, approve, and submit request for payment and expense reimbursements as received.	on-going

NOVEMBER	Must Be Completed By:
Reconcile monthly financial statement.	November 20
Prepare Conference, Core, and Net Asset Budgets based on guidelines from National Office and input from MWR Board.	November 30
Review, approve, and submit request for payment and expense reimbursements as received.	on-going

DECEMBER	Must Be Completed By:
Submit final Conference, Core, and Net Asset Budget Requests to National Office.	December 15
Reconcile monthly financial statement.	December 20
Review, approve, and submit request for payment and expense reimbursements as received.	on-going

JANUARY	Must Be Completed By:
Prepare Year-to-Date Financial Report for Region Board meeting.	January 15
Finalize Registration Services Agreement with National Office.	January 15
Submit final Conference, Core, and Net Asset Budgets for Board meeting.	January 15
Reconcile monthly financial statement.	January 20
Review, approve, and submit request for payment and expense reimbursements as received.	on-going
Attend Midwest Region Winter Board Meeting.	As scheduled
Submit expense report to Chair for signature.	One week after Board meeting.

FEBRUARY	Must Be Completed By:
Reconcile monthly financial statement.	February 20
Review, approve, and submit request for payment and expense reimbursements as received.	on-going

MARCH	Must Be Completed By:
Check with on site coordinator regarding progress in identifying volunteers and a copy machine sponsor.	Mid-March
Reconcile monthly financial statement.	March 20
Review, approve, and submit request for payment and expense reimbursements as received.	on-going

APRIL	Must Be Completed By:
Prepare financial report of last year actual and current year year-to-date actual	

expenses for Annual Report. Submit to Director of Communications for Midwest Region Annual Report.	April 15
Reconcile monthly financial statement.	April 20
Arrange staffing/timetable for on-site registration/registration desk.	April 30
Verify exhibitor drop-offs and retention of rooms.	April 30
Arrange staffing for registration packet assembly and name badges.	By conference
Review, approve, and submit request for payment and expense reimbursements as received.	on-going
Confirm with Director for Development that a sponsor has been solicited to provide bags for the conference materials.	Month before conference
Order ribbons from the National Office. Notify National Office that the Region wants to use their badge writing equipment at the conference.	3 weeks before conference
Obtain names and addresses of volunteers from the On Site Coordinator. Submit names of volunteers to the Chair or to the National Office (as directed by the Chair) for name tag preparation.	3 weeks before conference
Prepare "locator guide" (a list of major conference events with locations) for use by volunteers. Include hotel floor plans diagramming conference space.	1 week before conference
Purchase stickers to be used on name tags to facilitate networking. Prepare "key" for posting in the registration area. Submit request for reimbursement for stickers for the Chair's approval.	1 week before conference

MAY	Must Be Completed By:
Verify with on site coordinator that the materials from the National Office were received and that the participant list has been copied.	Thursday before conference
Chair, Chair-elect, Past-Chair, Treasurer meet with hotel liaison and staff; finalize meal counts; discuss room set-ups; go over all details	Friday prior to conference
Attend Board meeting.	Saturday of conference
Count number of ribbons and badges received from National Office.	Saturday of conference
Supervise assembly of registration packets.	Saturday of conference
Place one master copy of attendees at the front desk.	Before registration opens
Train on-site volunteers with proper registration desk procedures.	Noon, Sunday of conference
Attend Midwest Region Conference	May 2-5
Meet and greet vendors.	During conference
Supervise room sign changes if required.	During conference
Allow some of the volunteers to attend sessions, as time/staffing permits.	During conference
Supervise on-site registration and name badges.	During conference
Attend wrap-up Board meeting	Wednesday after conference
Inventory remaining ribbons and badges. Package them for shipment to CUPA National, along with the Master Copy of Attendees and on site registration forms. Contact hotel shipping department and arrange for shipment.	Last day of conference
Personally thank volunteers.	End of conference

Reconcile monthly financial statement.	May 20
Review, approve, and submit request for payment and expense reimbursements as received.	on-going
Send out discount registration certificates to winners. Send list of recipients to the National Office.	Immediately following conference

JUNE	Must Be Completed By:
Send updated Calendar of Duties to Chair.	June 15
Reconcile monthly financial statement.	June 20
Prepare final financial report on conference.	June 30
Review, approve, and submit request for payment and expense reimbursements as received.	on-going

NOTES
Copy Chair on all correspondence.