

FINANCIAL SECRETARY

The **FINANCIAL SECRETARY** shall:

- a) be bonded at the expense of the LWML District for an amount determined by the Executive Committee;
- b) receive moneys;
- c) keep an itemized account of all receipts;
- d) transfer to the Treasurer moneys received, keeping a receipt;
- e) submit financial reports upon request to the District Biennial Convention, Board of Directors, and Executive Committee;
- f) submit her records for financial review at the close of each fiscal biennium and at other times as determined by the Executive Committee;
- g) keep a record of the numerical strength and addresses of all Units and Individual Members;
- h) sign vouchers, together with the President and the Recording Secretary, for payment of money from the treasury of legitimately incurred expenditures and bills;
- i) carry out all responsibilities and duties of the Treasurer in case of her inability to serve;
- j) prepare for publication in the District Convention Manual, Society and Individual Members' mite contributions and the LWML Minnesota South District Equalization and Membership summary for the biennium.

(MN South Bylaws; Article VII)

DETAILED DUTIES

- A. have personal access to e-mail to communicate with the Board and transmit documents via e-mail;
- B. be proficient in the use of financial/accounting computer applications (i.e. Excel), record receipts and make deposits, make electronic transfers and keep a current external back-up file;
- C. attend all meetings and be a voting member of the Executive Committee and Board of Directors;
- D. attend District Conventions at LWML District expense;
- E. open savings account with two authorized signers (Financial Secretary and Treasurer) at a bank approved by the Board of Directors and ensure proper signatures are on the account application;
- F. meet with previous Financial Secretary to acquire all current records;
- G. prior to August BOD meeting, prepare updated Contribution Report Forms and Equalization forms for distribution in packets;
- H. prepare detailed monthly and quarterly financial reports and distribute as required;
- I. at the close of each biennium, Financial Secretary, together with Treasurer, submits records for financial review;
- J. maintain a current list of societies and addresses by zones and conferences, sharing this copy with the District President;
- K. send list of active and inactive societies and address corrections to Circulation Manager;
- L. at the end of the month submit to Webmaster the updated mites total and an updated short information article for website;
- M. write a 'Mite Minute' article for WOM;
- N. make no refunds, refunds are authorized only by Executive Committee;
- O. be responsible for promotion and distribution of the Minnesota South District Memorial envelopes;
- P. serve as Chairman of the Equalization Committee;
- Q. serve on the Memorial and Bequest Committee.

(2020-2022 Nominating Committee revision)