

Treasurer

- Position:**
1. Supervise the financial affairs of the Michigan Organization of Diabetes Educators (MODE).
 2. Take appropriate action regarding the finances of MODE at the direction of the Board of Directors.
 3. Perform other duties as assigned by the Bylaws or Board of Directors.

Appointment: Elected Position. Requires a commitment of two years to the Board of Directors of MODE. May be re-elected for a second two-year term. Must be an active member of MODE and the American Association of Diabetes Educators. Serves a third year as a mentor, non-voting.

Responsibilities: **At the onset of each fiscal year:**

Prepares and submits the annual budget for approval by the Board of Directors according to bylaws and general membership votes on budget.

Throughout the fiscal year:

1. Participates with full voting privileges in all meetings of the Board of Directors, Executive Board, and general membership.
2. Deposits all money received in a FDIC financial institution (preferably an interest-bearing account in the Treasurer's area of residence or employment).
3. Pays all authorized bills using a check or draft.
4. Maintains record of all income and expenditures in a manner such that total income, disbursements, and the current balance of the organization may be readily determined.
5. Signs legal documents that pertain to this position.
6. Reimburses MODE Board of Directors members for approved expenses.
7. Officers needing assistance regarding typing and copying may be reimbursed for approved expenses.
8. The cost of programs will have a line amount in the budget.

Related Policies:

1. Each region will be allotted \$100 per year for regional expenses and the Regional Representative will be responsible for spending the money for regional activities. The Board of Directors upon the recommendation

of the Finance Committee will adjust this amount annually. (1990, reviewed 8-2-2005)

2. Executive Board of Directors may approve expenditures if needed in between the general BOD meetings. The amount may not exceed \$1000.(10-21-1999, revised 8-2-2005)

3. The amount of \$5000 will be placed in the Rainy Day Fund and additional 5% of income until %50 of the treasury is saved. (6-6-2003)

4. MODE will not be held responsible for accountants hired by those no longer on the Board of Directors (4-10-2003)

5. Membership will be decreased to \$30 this coming year. (6-6-2003)

6. MODE shall incorporate within AADE Finance umbrella. Requires an annual report/accountant and includes tax filing and indemnification (2-5-2005).