



**POSITION DESCRIPTION
MINNESOTA EMPLOYEE RELOCATION COUNCIL**

Title: Treasurer

Objective: To provide service and leadership for the membership of the organization, supporting the organization goals of providing forums for the open exchange of information, education, encourage cooperation, and support the professional network.

Term: Two Years

RESPONSIBILITIES:

- Track and record all expenses and income.
- Balance checking account monthly.
- Report on the financial condition of the organization.
- Work with Membership & Vice President(s) to collect all annual dues, conference payments and monthly meeting fees.
- Provide assistance for annual conference budgets
- Attend executive board meetings
- Oversee and be the liaison with the independent tax advisor to the Treasurer
- Prepare successor for office

QUALIFICATIONS: Corporate or service member in good standing