



Wisconsin Educators of Business & Information Technology

Treasurer

Eligibility: Active member of WEBIT

Term of Office: Three years (Limited to two consecutive terms)

Responsibilities:

1. Attend all WEBIT Executive Board meetings.
2. Attend WEBIT Convention and other WEBIT events.
3. Serve as co-chair of the Budget committee.
 - a. Prepare a comparison budget for the past 5 year.
 - b. Prepare a proposed budget for the next fiscal period to be discussed.
4. Keep a complete record of receipts and disbursements.
5. Prepare a financial statement for presentation at each executive board meeting.
6. Distribute expense vouchers for Board expenses; issue checks to cover vouchers in a timely manner.
7. Report on the status of the WEBIT books at the Board meeting following the financial review.
8. Prepare for convention: student scholarship checks, Board stipends, convention coordinator stipend, and all submitted vouchers for payment at convention.
9. Coordinate number of membership and monies with the Chief Information Officer throughout the year.
10. Acknowledge receipt of monies or payment of expense vouchers via email or phone to appropriate individuals.
11. Prepare an official report of receipts and disbursements for seminars and conventions.
12. File a Form 990 Tax Report by October 15.
13. File necessary tax information for payment to convention coordinator (Form 1099 misc.) and others as needed.
14. Forward books to the financial reviewer after the end of the fiscal year (July 1) as soon as possible.
15. Submit fiscal year report for previous year at annual meeting.
16. File, with appropriate fee, Wisconsin Nonstock Corporation Annual Report to Department of Financial Institutions prior to March 15 of each year. Complete change of agent section to include name and address of Present-Elect.
17. Provide orientation for incoming Treasurer.