



MINNESOTA SECTION

The American Institute of Professional Geologists

Treasurer Duties Summary

Per the Bylaws: The Treasurer shall perform the duties customary to the office, those assigned by these Bylaws or by the Executive Committee, and those required of a Section Treasurer by the Institute. All Section financial resources are the property of the Institute, which are placed in the custody and under the management of the Treasurer under the ultimate authority of the Institute Treasurer. The Treasurer shall keep an accurate accounting of all Section financial transactions and account balances, and shall ensure that all funds received are properly deposited and disbursements properly made from the Section's accounts. The Treasurer shall be responsible for preparing and submitting the annual financial statements and reports of this Section, and such other financial reports as may be required by the Executive Committee or the Institute.

Duties of the Treasurer as recalled by 2011-2014 Secretary-Treasurer, Shanna Schmitt & 2015-2018 Secretary-Treasurer, Adam Krieger:

- The Secretary-Treasurer position was split into 2 positions with the 2017 Bylaws revision.
- Manage financial resources and maintain records.
- Prepare and submit year end taxes to AIPG National after they send the request/forms.
- Collect meeting and event payments.
- Pay Radisson for monthly Luncheons.
- Pay other event venues for other events.
- Buy mineral specimens (or coordinate with Fundraiser Chair to do so) and office supplies for Monthly meetings.
- Prepare of summary for each Executive Committee meeting and the Annual/Business meeting.
- Receive notices of online “orders” for luncheons, sponsorships, etc. and coordinate with Sponsorship Chair, Fundraising Chair, President, Secretary, etc. as appropriate.