Treasurer-Elect
Lincoln Quilters Guild

The Treasurer-Elect has secondary responsibility for handling and reporting the Guild's financial activities, under the supervision of the Treasurer. They assist and share duties with the Treasurer. They will attend Executive Board meetings and participate on the Finance Committee. They will assume the office of the Treasurer in the second year of the term.

NOTE: This is as an overview of the duties for Treasure-Elect. Further details, including a complete timeline, can be found in the "Handbook for Treasurer & Treasurer-Elect"..

1. Becomes familiar with the duties and responsibilities of the Treasurer, in preparation for taking on that role in the next year.

2. Is a member of the executive board; attends all regular and any special meetings of the executive board.

3. Is a member of the Finance Committee whose primary function is preparation of the budget for the following fiscal year/s (see separate job description for the Finance Committee).

4. Coordinates with the Treasurer to ensure proper processing and recording of all receipts and disbursements of the guild, while maintaining segregation of duties whenever possible. In recent years, segregation has been achieved by having the Treasurer handle all receipts and having the Treasurer-Elect handle all disbursements.

5. Assists the Treasurer with preparation for the annual audit. In recent years, the Treasurer-Elect has been responsible for maintaining the guild's financial records (paper documentation filed in the Financial Records notebook). The Treasurer remains responsible for supervising and reviewing the work of the Treasurer-Elect.

6. Reconciles checking account monthly. After reconciliation, provides documents to the Treasurer for review.

7. Prepares the Treasurer's Report for the guild membership (placed in the "Plain Print").

8. . Prepares additional reports for the Executive Board as required from time to time, especially with regard to unusual expenditures or special projects. These reports are shared with the Treasurer for review prior to distribution.

Recommended skills:

The jobs of Treasurer and Treasurer-Elect require attention to detail and can best be performed with these skills:

- Feel comfortable with bookkeeping topics such as:
  - Income and expense record keeping
  - Checking account and CD maintenance
  - End of month bank reconciliation

- Feel comfortable with online end-of-year filing such as:
    - Sales tax
    - 1099NEC and 1096
    - 990 EZ
    - Non-profit registration
- Feel comfortable with technology such as:
    - MS Office Suite (Word for correspondence, Excel for budget)
    - File management including online cloud storage
    - Bluetooth connection settings
    - Mobile phone apps
    - Online banking
    - Online record-keeping software
- Have access to MS Word and MS Excel for the purpose of completing Guild tasks

Reviewed and updated June, 2026