

MISSISSIPPI DIETETIC ASSOCIATION PROCEDURE

Revised Date: June 1999

Position: Treasurer

Elected: Yes

Voting Member: Yes

Term of Office: (Length) 2 year

Major Responsibilities:

- A. Be elected by the members and will serve for two (2) years.
- B. Be responsible for all funds and securities of the Association.
- C. Monitor all accounts maintained by the Executive Director to assure all receipts and disbursements are accurate.
- D. Approve the payments of all bills by signing the Request for Reimbursement for Expenses. Sign all checks for payment.
- E. Work with Executive Director in preparation of Treasurer's reports, budgets, and other reports deemed necessary by the Board of Directors.
- F. Prepare reports to be presented to the membership at the annual meeting.
- G. Serve as Chairperson for the Audit committee which will audit the records of the Association annually within 90 days of the close to the Association fiscal year, May 31st.
- H. Call meetings of the finance committee to plan the annual budget for the Association and review expenses and make recommendations to the Board on policies for future expenditures.
- I. Ensure all necessary reports are filed with the IRS.
- J. Attend all meetings of the Board and present a report on the status of funds. Submit annual report at the MDA Business Meeting.
- K. Purchase plaque or equivalent for outgoing President of MDA to be presented at the Annual Meeting of Association.

Suggestion: plaque or equivalent engraved with

Mississippi Dietetic Association - President - Year - Name

L. Purchase plaque or equivalent engraved for Outstanding Dietitian to be presented at the Annual Meeting of the Association.

Suggestion: Plaque or equivalent engraved with Mississippi Outstanding Dietitian or Mississippi Dietetic Association Outstanding Dietitian - Year - Name

M. Purchase plaque or equivalent for RYDY to be presented at the Annual Meeting of the Association.

Suggestion: Plaque or equivalent engraved with Mississippi Recognized Young Dietitian or Mississippi Dietetic Association Recognized Young Dietitian - Year - Name

N. Purchase plaque for Magnolia Award recipient for presentation at the Annual Meeting of the Association.

Suggestion: Plaque with dark wood and gold script engraved with Mississippi Dietetic Association Magnolia Award for Outstanding Contributions to the Profession of

Dietetics - Year - Name

O. Purchase plaque or equivalent for Emerging Leader to be presented at the Annual Meeting of the Association.

Suggestion: Plaque or equivalent engraved with

Mississippi Dietetic Association

Emerging Leader - Year - Name

P. Purchase plaque or equivalent for Outstanding Dietetic Educator to be presented at the Annual Meeting of the Association.

Suggestion: Plaque or equivalent engraved with

Mississippi Dietetic Association

Outstanding Dietetic Educator - Year - Name

Q. Purchase plaque or equivalent for Outstanding Dietetic Student(s) to be presented at the Annual Meeting of the Association.

Suggestion: Plaque or equivalent engraved with

Mississippi Dietetic Association

Outstanding Dietetic Student - Year - Name

R. Attend Officers' Training Workshop.

S. Prepare estimated annual budget with the assistance of incoming and outgoing officers and chairs.

Additional Information:

1.	Dues to Organizations	Amount	Date
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Mississippi Coalition for Change \$100

State Tax Status is 501 (c) (6)

Federal Tax Number 64-6038293

2. Expenses Covered:

a. Travel to BOD Meetings (See Policy 3)

b. Telephone, postage, stationery, copying/typing

c. MDA Annual Meeting expenses (see policy 3)

MISSISSIPPI DIETETIC ASSOCIATION

TIME TABLE OF EVENTS

TREASURER

Month

Activity

April - May

- Attend Officer's Training Workshop.

- Installation of new officers.

- Attend Finance Committee meeting to review officers' Action Plans

and revise budget.

***Monthly duties.**

Outgoing Treasurer

- Audit Committee and Treasurer to audit books at the end of the year.
- Obtain signature card from the Deposit Guaranty National Bank (DGNB) for signature changes.
- DGNB will mail monthly statement to the Executive Director's office.

Incoming Treasurer

- Go over annual budget with past Treasurer and Executive Director and present to Board. Make changes and prepare final budget for approval at next Board meeting.
- Go over past year's annual report with past Treasurer and Executive Director. This will be presented to the membership attending the MDA Annual Meeting.
- Annual MDA books and final reports are kept at the Executive Director's office. The Treasurer oversees the bookkeeping duties of the Executive Director.
- Return signature cards and make necessary changes on the accounts at DGNB.

May - June

- Executive Director will prepare a summary sheet giving figures from each quarter and an annual financial report to be presented at next BOD meeting by the Treasurer.

- Using annual report, the Treasurer and the Executive Director will prepare a proposed budget to be presented at the next BOD meeting.

*** Monthly duties.**

July - December

- Require annual financial reports to be turned in from the MDA Annual Meeting.
- Present quarterly report and annual report to Board meeting prepared by the Executive Director.
- Present annual budget at the Board meeting for approval.
- Mail completed Tax Return to IRS prepared by the Executive Director.

*** Monthly duties**

Month

Activity

January - April

- Attend the BOD meeting; submit Treasurer's report prepared by the Executive Director.
- Submit annual financial report at MDA Business Meeting.
- Pay all immediate expenses at the Annual Meeting such as hotel bills, etc.

*** Monthly duties.**

- Revise Treasurer's procedure and send to Procedures Chairman.

* Monthly duties.

March

- Purchase plaques or equivalents for outgoing President of MDA., Outstanding Dietitian, Recognized Outstanding Young Dietitian, Magnolia Award recipient and Emerging Leader to be presented at Annual Meeting.

* Monthly duties

April/May (ending)

- Attend BOD meeting. Present quarterly reports prepared by the Executive Director.

- Attend Officers' Training Workshop.

- Prepare estimated annual budget with the assistance of incoming and outgoing officers and chairpersons. Include expenses for Delegate

-elect for the ADA Annual Meeting in addition to the Delegate during the year that the current Delegate's term expires.

*** Monthly duties:**

- Review and sign all expense forms and checks sent by the Executive Director for approval.

Mail back to Executive Director for proper disbursement.

- Send all capital received to Executive Director for deposit into Deposit Guaranty National

Bank.