

## **Duties of the MSCA Treasurer**

### **General Statement**

The Treasurer of the MSCA has custody of all the funds belonging to the Association, and deposits them in the name of the Massachusetts State College Association in any appropriate financial institution legally authorized to do banking and/or investment business in Massachusetts. The Treasurer is bonded by the MTA.

### **Duties Related to the Role of Financial Administrator**

1. The MSCA Treasurer is responsible for the annual preparation of the MSCA budget and related statements and presents same at the Delegate Assembly.
2. The MSCA Treasurer oversees the implementation of the MSCA approved annual budget and maintains the accounts, including investments of the MSCA.
3. The MSCA Treasurer prepares the financial report to the Massachusetts Department of Labor Relations and files the annual report for nonprofit organizations with the Massachusetts Secretary of State.
4. The MSCA Treasurer selects, as approved by the Board of Directors, an independent certified public accountant to audit the financial statements of the MSCA annually for the Delegate Assembly and prepares materials for the annual audit.
5. The MSCA Treasurer prepares an agency fee audit.
6. The MSCA Treasurer informs chapter treasurers of their responsibilities with regard to audit/reviews and conducts an annual training for chapter Treasurers with follow-up meetings when appropriate.
7. The MSCA Treasurer maintains and distributes the Noncompliance List of faculty/librarians who have not paid their financial obligations.
8. The MSCA Treasurer receives dues and transmits the necessary payment obligations of the MSCA to the MTA/NEA and the chapters.
9. The MSCA Treasurer maintains an office staff appropriate for the duties and responsibilities of the office of the Treasurer, and trains, supervises and manages office staff in the execution of their duties.

10. The MSCA Treasurer processes the payroll and payroll taxes for all MSCA employees: officers, other paid positions, salaried employees of the MSCA, and chapter staff.
11. The MSCA Treasurer prepares and files required financial reports to the IRS and Massachusetts Department of Revenue.
12. The MSCA Treasurer maintains liaison communication with counterparts in other higher education locals, the MTA and the NEA.
13. The MSCA Treasurer prepares and monitors cost analyses for extraordinary expense reimbursement from the MTA and for negotiation expenses with attorneys for the Council of Presidents.
14. The MSCA Treasurer maintains an inventory of equipment purchases of all offices of the MSCA for the purposes of inventory control.
15. The MSCA Treasurer compiles a quarterly report for MTA for local support reimbursement.
16. The MSCA Treasurer reimburses chapters quarterly for chapter dues and chapter local support and bills the chapters for secretarial support/taxes.
17. The MSCA Treasurer executes the fiduciary responsibilities of the MSCA as directed by the Board of Directors.

#### **Duties Related to the Role of Membership Chair**

1. The MSCA Treasurer maintains a roll of the membership and periodically submits an updated membership roll to the MTA/NEA and the chapters.
2. The MSCA Treasurer certifies and distributes delegate entitlement for the annual NEA-Representative Assembly, the MTA Annual Meeting, and the MSCA Delegate Assembly.
3. The MSCA Treasurer acts as Membership Chair for the DGCE faculty statewide including their dues collection and distribution to the MTA/NEA and chapters.