

Duties of Treasurer

1. Complete all job duties of a Director on the MOAR Board of Directors per the [MOAR Board of Directors Commitment to Serve](#).
2. The Treasurer shall be responsible for overseeing all funds received by the Association and deposit the same in accounts of the Association in depositories, as the Board of Directors shall direct. The Board of Directors shall designate the persons who may draw checks or drafts and execute withdrawal slips on accounts maintained by the Association.

The Treasurer shall see that all bills are paid by reviewing/signing invoices, keep an account of all receipts and disbursements. This needs to be completed on a monthly basis with the Association Executive.

3. The Treasurer shall serve on the Executive Committee.
 - a. The President, President-Elect, Treasurer and Immediate Past President shall constitute the Executive Committee, whose duty it shall be to act for the Directors in matters referred to it, and for the Directors in the interim between Directors' meetings. The Executive Committee shall report to the Board of Directors with recommendations being made by said committee. The President shall act as chairman of the Executive Committee.
 - i. This committee is involved with budgeting. The CEO will meet with the Executive Committee to review the drafted budget (typically in October) and then the committee recommends a proposed budget to the Board of Directors and will decide on any salary adjustments/bonuses for staff that should be included. It is then voted on by the Board of Directors.
4. Attend all MOAR Board of Director and Executive Committee meetings, and attend all MOAR-sponsored activities to the best of your ability.
5. Follow all procedures as outlined in the [MOAR Fiscal Integrity Policy](#).
6. Any other duties as spelled out in the Bylaws of the [Midwestern Ohio Association of REALTORS®](#).