

Women on a Mission

"Do not be afraid, little flock, for your Father has been pleased to give you the kingdom. Sell your possessions and give to the poor. Provide purses for yourselves that will not wear out, a treasure in heaven that will not be exhausted, where no thief comes near and no moth destroys. For where your treasure is, there your heart will be also. Luke 12:32-34

Treasurer

Elected to a 2-year term the treasurer holds all monies of the organization, and shall make necessary disbursements as approved.

This position's responsibility includes:

- Considered a member of the *Women on a Mission* board and is encouraged to be present at all monthly meetings.
- Prepares a treasurer's report for monthly meetings. If unable to attend, forward report to the president so that current funds may be recorded in the month's minutes.
- The *Women on a Mission* does not maintain a checking account. Treasurer keeps cash and pays disbursements by either cash or money order. Records of all transactions are kept in the treasurer's receipt book so a copy of the transaction is on record.
- Keep all receipts/money order stubs for auditing purposes.
- Place a free-will offering basket out at all *Women on a Mission* meetings; count any such offerings along with another members count; record amount in treasurer's ledger and have second counter verify entry with initials.
- Collect money for Lutheran Women's Mission Society (LWMS) when *Women on a Mission* board instructs to do so (usually done in early spring). The money is then sent to the Alpha Circuit of LWMS before their Spring Rally in April. They usually send us a notice.
- In December, pay the Christmas donations, voted on by Women on a Mission.
- At the expiration of her term of office, she shall close her books, at which time the *Women on a Mission* board shall appoint a committee to audit the books.
- Review duties with new treasurer, pray and support her in her efforts.