

SCLMM TREASURER
JOB DESCRIPTION
UPDATED FEBRUARY 2015

AGREES TO SUPPORT SOUTH CAROLINA LUTHERAN MEN IN MISSION PURPOSES, OBJECTIVES, GOALS AND PROGRAMS AS APPROVED BY THE EXECUTIVE COMMITTEE AND PUBLISHED IN THE SCLMM DIRECTORY.

JOB SCOPE:

- Support the goals of SCLMM.
- Receive and record contributions to the standard funds maintained by SCLMM and any other special funds that may arise.
- Maintain accurate ledgers, indicating entries by church and conference.
- Reconcile bank account statements monthly.
- Promptly pay all bills presented by members of the Executive Committee or those mailed directly to the treasurer by vendors after appropriate verification by Executive Committee member(s).
- Prepare and present a written financial report at each Executive Committee meeting.
- Make a final written report of the full year's activities at the end of the year. Send a copy to the Communications Director for inclusion in the Directory and also copy the Executive Director.
- Make the records available at year end for the yearly audit. The deadline is January 10. The audit meeting will be called by the President.
- Prepare the annual Suggested Goals for the congregation LMM Units for inclusion in the Directory.
- Develop the draft of the annual Proposed Operating Budget for the Promotional Support Fund.
- Attend all Executive Committee meetings and other major events during the year, i.e., Retreat, Mission Breakfast, Convention, etc.
- Participate in Leadership Development training events and workshops during the year.
- Forward Loan Fund monies received to the SCLMM Loan Fund Director/Treasurer for recording and reporting by the January Executive Committee Meeting.
- Write checks for the Mission Gift Fund recipients and give them to the Mission Gift Fund Director no later than the day of the Annual SCLMM Convention. Give a notification of the amount of each to the Director at the January Executive Committee meeting.

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- Prepare and send a check to LMM/ELCA for the monies collected prior to January 31 (the ELCA LMM fiscal year ends Jan 31). A "dummy" check may be presented to the LMM representative to the SCLMM convention if appropriate for presentation purposes.

- Prepare a 1099-MISC income tax form for the Executive Director no later than January 31.