



Michigan Association of Veterinary Technicians

Representing Licensed Veterinary Technicians in the State of Michigan since 1975

Executive Board Member Title	<i>Treasurer</i>
Term	<i>Two year term</i>

Job purpose

Fully participate within the MAVT Executive Board while maintaining order in accordance with the current MAVT constitution and by-laws.

Duties and responsibilities

- Sign Executive Board Member Agreement, and must have fully read, acknowledged, and signed the MAVT By Laws and Standard Operating Procedures.
- Receive and have charge of the funds of the MAVT; deposit funds in a bank designated by the MAVT Executive Board; and provide for expenditures of funds.
- Keep detailed account of all online purchases and funds generated. Implement all into the financial reports.
- Keep an itemized account of all receipts and disbursements, and give a written account to the Executive Board members.
- Report to the Executive Board the financial standing of the MAVT, whenever requested to do so, and make a full report to MAVT at quarterly meetings.
- Serve as chairperson of the Finance Committee and appoint members to this committee.
 - Formulate and propose a budget for each fiscal year, and make recommendations to the Executive Board.
- Assist the Vice President with formulation and proposal of each conference estimated budget and final report.
- Attend all Executive Board meetings scheduled and in the attendance it was scheduled (online, in person).
- Attend the Michigan Veterinary Conference (at the beginning and end of each term), Spring Mock Exam and Conferences.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Partner with the other Executive Board members in achieving the organization's mission.
- Maintain PO Box and disperse reported mail to appropriate Executive Board Members.

Qualifications

- Be a current Credentialed Veterinary Technician member in good standing of the Michigan Association of Veterinary Technicians.
- Demonstrate an understanding of MAVT constitution, by-laws and organizational structure.
- Poses excellent organizational skills and ability to work well with others of varying skill-levels and backgrounds.
- Poses ability to direct others in a courteous and professional manner while encouraging them to uphold responsibilities and obligations to the association.
- Poses a desire to progress MAVT with professionalism and understanding to the veterinary technician field.
- Elected to office by majority vote of membership with understanding this is a two (2) year commitment to the MAVT Executive Board.

Accepted by: <i>(signed by Treasurer)</i>	
Approved by: <i>(signed by President)</i>	
Date approved:	
Last Reviewed:	<i>December 22, 2022</i>