

TREASURER

PDF

Website

The Treasurer¹ (MM) is the official source for all information regarding GP-MI finances. No member can commit to financial obligations on behalf of the GP-MI without expressed prior consent by the Treasurer. Instructions for the Treasurer on using the web site can be found by taking this link: [GP-MI Website - Treasurer](#).

Careful consideration is needed when choosing a Treasurer and/or Designated Record Keeper. This person plays a large role in maintaining the public trust by spending contributions responsibly and legally, as well as complying with all of the disclosure filing obligations.

The Treasurer has seven primary responsibilities:

1. Meticulous tracking of expenses and contributions.
2. Managing bank, phone, stripe, and USPS accounts
3. Record Keeping
4. Ensuring Party Compliance with reporting requirements and deadlines
5. Responding to members regarding financial questions and uploading quarterly financial summaries to the GP-MI website.
6. Maintaining the party's tax-exempt postal rates by using and keeping up with the USPS program
7. Collaborating with the Membership Manager on a minimum biyearly solicitation to all members

TRACKING OF EXPENSES AND CONTRIBUTIONS

This section needs editing.

MANAGING BANK, PHONE, STRIPE, AND USPS ACCOUNTS

This section needs editing.

RECORD KEEPING

This section needs editing.

ENSURING PARTY COMPLIANCE WITH REPORTING REQUIREMENTS AND DEADLINES

This section needs editing.

RESPONDING TO MEMBERS AND UPLOADING FINANCIAL SUMMARIES TO THE WEBSITE

The Treasurer needs to coordinate with the Meeting Manager regarding SMM and other meeting expense projections before contracts are signed.

The Treasurer needs to coordinate with any member before financial obligations are made. The Treasurer should not wait for an invitation before talking with members who are rumored to be planning to commit GP-MI financial resources.

This section needs editing.

MAINTAINING THE PARTY'S TAX-EXEMPT POSTAL RATES BY USING AND KEEPING UP WITH THE USPS PROGRAM

This section needs editing.

COLLABORATING WITH THE MEMBERSHIP MANAGER ON A MINIMUM BIYEARLY SOLICITATION TO ALL MEMBERS

The Treasurer works with the Membership Manger on U.S. Mail solicitations³. The Membership Manager will produce the list for address labels and upload that to the Treasurer. When the Treasurer has printed the labels and other materials, the Membership Manager should help organize the tasks of preparing the batch of envelopes.

This section needs editing.

Footnotes:

1. [MI-GP Bylaws](#) Article V, Section 4: Treasurer definition.