

TREASURER OF FAMILY LAW SECTION

Responsibilities

The duties of the Treasurer for the Section are as follows:

1. Report to Section monthly, as to the status of the Section's financial position. Include the following:
 - a.) Review the attachments to the monthly report provided by the MSBA financial group. These are provided on a monthly basis a week or a few days before the Section meeting and consist of a summary page, a page or two of detail and supporting attachments. On rare occasions a charge placed against the Family Law Section actually should be charged against some other Section. A telephone call to either Renee Anderson or Tim Givens results in either a clarification or a promise that the offending charge will be backed out of the next report (and it always is).
 - b.) Making 20 or 25 copies of the summary sheet or having MSBA make the copies. The MSBA Staff Liaison can assist with copies if provided in advance of Saturday meeting.
 - c.) Report at monthly Section meetings. When called by the Chair, provide an explanation regarding what has happened to the Section's finances and why. For instance, "dues are coming in at the same rate and quantity as last year at this time", or "the major expenses for the month are . . ."
2. Be prepared to respond to questions about patterns of expenditures by category, i.e. "What do we spend in the average month on just the MSBA 'overhead'?" (The Family Law Section's share of support to the overall organization or "What does each issue of the Forum cost us?" Obviously, to answer these questions you will need past monthly reports - Available from past Treasurer - or Tim Givens can provide all sorts of specialized reports on request.
3. Review and approve categories of expenses and forward to MSBA

staff liaison. These usually are travel reimbursements for outstate executive committee members who travel to the Twin Cities to participate in the Section meetings and/or other committee meetings. This last year I found members using the wrong forms for this purpose resulting in inappropriate publication of social security numbers and others using the wrong mileage factor. Provide travel reimbursement forms when necessary.

There are periodic requests for reimbursement for expenses of copying, legal research for Section sponsored Amicus Curie briefs being submitted to the Appeals Courts.

4. Attended a yearly Treasurer's training meeting put on by the MSBA which usually occurs at noon on a weekday at MSBA offices. This is a relatively brief and informal introduction to your fellow treasurers, the MSBA staff and what is expected of you.
5. Per the By-Laws, prepare a budget for approval at the February business meeting of the Section.
6. Per the By-Laws, certify the annual financial report prepared by the MSBA.