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Last Review Date:	Approved By: Marilyn Peterson, President

TACME Board Member Duties – Treasurer

General Duties:

1. The Treasurer shall exercise general supervision over all aspects of the Texas Alliance of Continuing Medical Education (TACME) financial affairs.
2. The Treasurer shall ensure that audit reports are presented to the Board annually and/or whenever requested by the President or the Board.
3. The Treasurer shall ensure that financial reports are submitted in the proper form as determined by the Board.
4. The Treasurer shall receive and deposit all monies paid to TACME. He/she shall receive the bank statements and reconcile all TACME accounts.
5. The Treasurer shall sign all checks disbursing funds from TACME accounts.
6. Treasurer shall maintain a spreadsheet of all transactions in the checking account and submit to the Board for review on an annual basis.
7. Treasurer shall maintain records and balance accounts, and prepare Treasurer's Report for respective Board meetings and/or when requested by the President.
8. The Treasurer shall attend a minimum of 50% of TACME Board meetings during each election cycle, to include at least one face-to-face meeting.

Procedure for Entering and Updating Membership Records

1. Membership forms are received via email by the Secretary and Treasurer if new/renewal membership is submitted online through PayPal. Membership forms and checks submitted via mail will be received by the Secretary and then forwarded via mail to the Treasurer.
2. Treasurer enters the TACME membership website (<http://www.tacme.org/tacmeasp/login.asp>) for entering and updating records, using a designated user name and password.
3. Select "TACME Membership Display Page" from the opening page on the website and this will open the "TACME Membership Database" web page. By clicking the word "Edit" next to the member's name, you will be taken to the "TAMCE Membership Review and Update" page where you can review the entry and make changes if needed. Enter the date (year) paid for the individual in the "Dues Paid Date" section. Enter your first initial and last name in the "Entered By" section. Transfer the data to the main TACME Membership Database by selecting the "Transfer to TACME Database" button at the bottom of the page.
4. For PayPal transactions:
 - a. Print a copy of the **New or Renewed TACME Online Membership** notice received via email;

- b. Print a copy of the PayPal **Payment Received from (name/email)** notice received via email and write the person's name on the notice;
 - c. Verify the deposit is made from PayPal to the checking account (usually take 2-4 business days);
 - d. Write the date the deposit is made on both of the above listed notices received via email;
 - e. Email the appropriate TACME Regional Coordinator with the member's affiliation, name, and email address for TACME email welcome letter;
 - f. File the **New or Renewed TACME Online Membership** form in the **Membership Online/ PayPal** tab in the binder;
 - g. File the **Payment Received from (name/email)** form in the **Deposits** tab in the binder (deposits filed in date order).
5. For check payments received via mail (from the Secretary):
 - a. Write the date entered into the TACME database on the Membership form;
 - b. Copy the check and attach to the membership form;
 - c. Email the appropriate TACME Regional Coordinator with the member's affiliation, name, and email address for TACME email welcome letter;
 - d. File the membership form in the binder under the **Membership** tab in the binder;
 - e. Deposit the check into the TACME checking account.
6. Maintain a spreadsheet (Last Name, First Name, MI, Affiliation, Date of online renewal/payment and/or date form/check received, Check Number if applicable; ✓ if payment is received via PayPal, amount received, enter any notes/miscellaneous information in comments field).
7. Prior to the annual TACME membership meeting, submit an internal report to the TACME President for comparison of receipts between the Secretary and the Treasurer.