



	Patriot Guard of Montana	SOP #	102
		Title	Treasurer
		Implementation Date	
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Shaped by/Initials:	Jenny Kober, Member Jim Cherney, Acting Treasurer	Approval Date/Initials	

Treasurer- Standard Operating Procedure

1. Purpose

To ensure proper practice for the position of acting Treasurer

2. Scope

All Montana Patriot Guard Members

3. Procedure

WHO:

All Members are eligible for the position of Treasurer. Any Member(s) may view the Organization's financial records providing they submit their request to the acting Treasurer in written format thirty (30) days in advance.

WHAT:

The Treasurer shall be responsible for the funds and securities of the Organization, for all deposits and monies due and payable to the Organization. The deposit of said monies in such banks or depositories shall be selected by the BOD.

The acting Treasurer shall prepare a financial report to be presented at each meeting of the BOD and issue all financial reports to the Members and the BOD as directed by the BOD.

All expenditures shall be approved by a majority vote of the BOD. This approval shall be made in writing via email or written letter. Receipts for all such expenditures shall be produced at the next BOD Meeting and attached to the Meeting minutes.

Other duties may be assigned to the acting Treasurer as directed by the BOD.

WHEN/WHERE:

The Treasurer shall be elected at the annual Organization Gathering.

HOW:

The Treasurer shall be elected from among the Members of the BOD by majority vote of the Members of the BOD present and in person.

4. Definitions

BOD – Acronym for Board of Directors

Gathering – Gathering of the Guard

5. Other Resources

PGMT Bylaws – Section 11.8

PGMT SOP 101 – Gathering of the Guard