**POSITION DESCRIPTION**

**AND TIME LINES**

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| **POSITION TITLE** | Treasurer of Kentucky Association of Medical Staff Services |
| **DOCUMENT CREATED** | August 2004 | **Term of Office:** Two years |
| **Review/Revision** | January 2017 |  |

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| **Responsibility** | **When** |
| Will serve as KAMSS Board member |  |
| Checks U.S. Postal Office 1420 Gardiner Lane Louisville 40231 | Bi-monthly |
| Upon receipt of bank statement, reconcile statement with Quicken data file and print reconciled report for Treasurers Report | Monthly |
| Present Treasurer’s Report at KAMSS meeting and provides paper copy to the KAMSS Secretary for the minute book. | Quarterly |
| Make bank deposits accordingly | At least monthly |
| Process payables accordingly | At least monthly |
| Keep history records of all financials. At end of term, transfer to new Treasurer and present paper copy for scanning. |  |
| Maintain and back up computer application on Quicken. At end of term, transfer to new Treasurer |  |
| Order flowers for special occasions as directed by the Board |  |
| Annually send dues notices to all KAMSS members to inform them of current dues rate and due date of April 31st to maintain their membership | Beginning of January |
| Send reminder notices as necessary or as directed by membership committee or Board |  |
| Provide membership report at each quarterly meeting  | Quarterly  |
| Maintain Communication with Webmaster on membership status |  |
| Promote the improvement of professional knowledge and skills by uniting persons who are engaged in medical staff activity, credentialing/verification, and healthcare activities through this the Kentucky Association of Medical Staff Services |   |