

**POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL
FAMILY READINESS PROGRAM**

(Volunteer Position)

- TREASURER / ALTERNATE TREASURER POSITION -

Revised: 10/2009

I. **Introduction.** The treasurer and alternate treasurer are statutory volunteers serving in an official capacity in direct support of the National Guard Family Program. They will maintain simple accounting records and receipts for Family Readiness Group funds In accordance with Army Regulation 600-20, Paragraph 4-21; Army Regulation 608-1, Appendix J, paragraph J-7; Air/ Army and National Guard Bureau Funding Guidance; the State Family Readiness Office; and the South Dakota National Guard Treasurer's Handbook.

All tasks are accomplished with the support of the commander, lead volunteer and State Family Readiness Office. Should you have any questions or concerns accomplishing your duties as treasurer, contact the State Family Readiness Office at 1-800-658-3930 or familyprogram@sd.ngb.army.mil

II. **Major Duties and Responsibilities.**

A. Ensure the commander has completed the **Treasurer Appointment Memorandum** appointing you as the treasurer and appointing an alternate treasurer. Ensure it is filed in the unit's Family Readiness binder and a copy sent to the State Family Program Office. Military personnel can not serve as treasurers or signatories on FRG accounts.

B. **Sign Volunteer Agreement** (DD2793) and return to the State Family Program office.

C. **Register on the jointservicesupport.org** website and record volunteer hours.

D. Prior to opening a FRG account, **file IRS form SS4** to receive an Employer Identification Number (EIN) (a tax ID number) to avoid use of personal Social Security Number. If SSN is used for reporting to the IRS, checking account may be perceived as personal income by the Internal Revenue Service.

E. **Open and maintain a non-interest bearing checking account** in a federally insured financial institution. When signing checks, a minimum of two volunteer signatures is required.

F. **Maintain simple accounting records** (Checkbook Register) showing all transactions, both in and out for FRG funds. Maintain receipts of how monies were disbursed.

G. **Ensure payment of sales tax** for items purchased by the Family Readiness Group as it is **not** a nonprofit organization and therefore is not in a tax-exempt status.

H. **Ensure the FRG informal fund account does not exceed \$10,000** income per year, and also its balance does not exceed \$10,000 at any time. Also ensure the account's use is limited to expenses consistent with the purpose and function of the FRG Informal Fund.

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I. Help **ensure FRG only conducts internal fundraising** amongst their members (unit) and gains command approval prior to any fundraising. External fundraising is not authorized in accordance with National Guard Bureau and Department of the Army guidance.

J. Unit Commanders **may accept**/approve UNSOLICITED donations in conjunction with the State Family Programs Director to the FRG informal fund of \$1000 or less **per donation** from private organizations or individual donors. Donations count as FRG income and count against the FRG \$10,000 annual income cap. All donations must be “unconditional” as acknowledged by the SD Family Readiness Form 600-29 found in the appendix of the SDNG Treasurer’s handbook or available upon request from the State Family Readiness Office.

Help ensure this form is completed prior to donation acceptance and proper distribution is made. The form will be maintained by the treasurer in the Unit Family Readiness Binder (Tab 4) with a copy furnished to the State Family Readiness Office.

The FRG itself is NOT to solicit or give donations or gifts.

K. Help ensure **FRG funds do not augment other unit informal funds** such as the unit’s fund. The FRG funds can not be deposited or mixed with personal or unit funds.

L. Help ensure **FRG funds are not used to purchase items or services** which may be paid for using military (appropriated) funds or for items not related to family readiness such as service member farewell gifts.

M. **Help ensure FRG Standard Operating Procedure for FRG informal funds is accomplished** either by inclusion in the FRG sanction (Item #6) **or** as an independent document. (See appendix of this handbook for examples.) FRGs with an informal fund **must** have an organizing SOP that provides minimal information regarding FRG expenditures which need to be in accordance with the wishes of the majority of FRG members and all fundraisers must have Command approval before proceeding. It must be signed by the treasurer and alternate treasurer. It is filed in the unit’s Family Readiness Binder and a copy forwarded to the State Family Readiness Office.

N. **Provide a treasurer report to the commander and the State Family Program Office.** This report includes 3 items, which are: the Treasurer Report Memorandum, copy of all Bank Statements since the last report and a copy of the Checkbook Register showing all transactions since the last report. File a copy of the report in Tab 4 of the unit’s Family Readiness Binder.

Reports are also required from units that **have no checking accounts or no funds in their checking accounts** as well. Reports are due **annually** by September 30th, unless unit is deployed. If unit is **deployed**, reports are due **quarterly** (Mar, Jun, Sep, Dec) to the State Family Program Office.

O. **Promote** the Family program within the Guard and community whenever possible.

P. **Attend training** to improve knowledge of Treasurer position updates.

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III. **Chain of Command.** Unit commander, unit's Family Readiness lead volunteer, and State Family Readiness Director

IV. **Qualifications Sought.**

- A. Good mathematics skills and some record keeping knowledge
- B. Good personal character
- C. Displays attention to details

V. **Benefits.**

- A. Meeting other Family and Guard members
- B. Opportunities to attend Family program conferences and workshops and network with other family program volunteers state and nationwide
- C. Gain a clear understanding of the Family Program and National Guard thereby improving preparedness for mobilization
- D. Improve/increase bookkeeping skills for present or future job opportunities

VI. **Training.** Training will be accomplished as needed to ensure the proper maintenance and responsible management of the unit FRG informal fund account.