

Treasurer

As a Treasurer I will:

- Provide detailed monthly reports of deposits and disbursements to the Board of Directors.
- Help to chart the financial course for the Board by:
 - Chairing the Finance Committee and directing its efforts toward developing an appropriate budget for the Board.
 - Presenting the annual budget to the Board of Directors and upon their approval, preparing the budget for a vote of the general membership of the Board.
- Make the President and the Board of Directors aware of financial problems or issues as they arise.
- Be one of three persons empowered to sign checks for Board expenses.
- Work as a team member with the entire Board of Directors.
- Serve on the Executive Committee.
- Be thoroughly and completely prepared before each meeting.
 - Read and understand the information given to me.
 - If I do NOT understand something, I will exercise care to receive clarification before the meeting.
 - If not possible, I will receive clarification during such time as the issue is before the Board.
 - Ask questions until I get an answer that I understand.
- Comment as appropriate on written materials and other's comments.
- Remember that I do not represent any constituency within the Board. I do not represent my company, my franchise, or even a specific group. My fiduciary responsibility is to the Board under Michigan law.
- Accept criticism as being helpful regardless of how it is delivered.
- Support the Board's decision regardless of whether or not I voted for it. I understand that the Board acts as a whole and I am responsible for supporting the Board's decision.
- Seek input from the REALTOR® members regarding issues.
- Attempt to reach consensus on each issue before the Board.
- Attend all Board meetings and functions.
- Read and become informed about the Board's, governing documents, and services.
- Disclose any potential conflict of interest.