



District Treasurer Job Responsibilities

September 2022

Each District of the Master Brewers Association of the Americas (“MBAA”) is required to have a minimum of three officers: a Board of Governors Representative, President, and Treasurer as set forth in the District’s Bylaws. This document outlines the primary responsibilities of the District President, in addition to those described in the Bylaws.

The District Treasurer is responsible for maintaining accurate and complete financial records for the district and safeguarding the District’s financial assets. The District Treasurer works with the other District Officers to ensure funds are used to implement priorities specific to their District.

Qualifications

As outlined in the MBAA Bylaws, the District Treasurer:

- Must be a current member of MBAA. Student members are not eligible for this position.
- As a representative of MBAA, the Treasurer must lead by example and abide by the Master Brewers Code of Professional Conduct. Infractions will be investigated according to the investigation process described in the Code of Professional Conduct.
- Must annually sign the whistleblowers and conflict of interest policies.

While the District Treasurer may choose to hold committee chairs and additional positions at their discretion, the Treasurer shall maintain one vote to abide with the one person, one vote rule set forth by Headquarters.

Upon nomination by the local district, the District Treasurer serves up to a two-year term with a maximum three consecutive terms. Serving multiple terms is not automatic and must be voted on by the district membership for each term.

Districts operate as separate legal entities with their own unique tax identification number.

Responsibilities

The District Treasurer shall have the following responsibilities:

- Attend all District meetings. Attendance is critical to the function of District.
 - Report the District's financial transactions and status.
 - Present the MBAA’s financial reports to District Officers and membership at least annually.

- Respond to the District President's requests related to financial information and share this information with District membership.
- Receive and review quarterly financial statements from the MBAA and follow up with staff as necessary.
- Ensure all payments made by the District are approved by both the District Treasurer and District President.
- Ensure the District obtains and maintains the required insurance coverages. Each District is required to carry liability and D&O insurance. MBAA will source the required coverages through its broker, and the District pays the premium. If District chooses not to use MBAA's broker, they may source their own and submit proof of insurance to MBAA annually.
- File annual registration with the Office of the Minnesota Secretary of State in order to maintain active nonprofit corporation status
- Complete the template necessary for MBAA to file an annual federal IRS Form 990 tax filing on behalf of the District within the due dates established by MBAA.
- File any other necessary tax returns with the Internal Revenue Service as necessitated by the District's tax-exempt status under Internal Revenue Code Section 501(c)(3) or another subsection of Code Section 501(c), and provide copies of the same to the MBAA
- Partner with District Secretary and staff as needed to ensure copies of necessary documents are saved to a designated district file to be accessible by future officers.
- Vet all fundraising activities through the MBAA.
- Provide donation acknowledgement receipts to all contributors to the District that include the date of donation, donor name, donation amount, donation type and language that address quid pro quo required disclosures.
- Prepare and distribute a Form 1099 for payments over \$600 in any calendar year or otherwise as required by IRS regulations. If the District's funds are managed through the MBAA, the 1099's will be prepared and distributed by MBAA staff.
- In the event the District ceases operations and dissolves, the District Treasurer shall assist with transferring District funds to the MBAA after confirming that all liabilities and outstanding bills are paid.

This description of the District Treasurer's Job Responsibilities may be revised from time to time by the District Officers or MBAA. To the extent there is any inconsistency as between the MBAA Bylaws or the District Bylaws and this document, the MBAA Bylaws or District Bylaws shall control.