

M.A.I.S. Treasurer:

- Acts as custodian of MAIS funds by tracking and reporting income and expenses and providing monthly reports.
- Prepares written financial reports for distribution to MAIS members.
- Makes all disbursements and maintains records of financial activities and makes records available for professional audit.
- Recommends annual budget and provides suggestions/input on fundraising and cost savings initiatives; and works with paid professionals to prepare and submit local, state, and federal financial reports.
- Initiates fundraising appeals.
- Serves on Executive Committee and Board of MAIS.
- Submits reports at all MAIS meetings and in the CenterPoint.