



OFFICER AND COMMITTEE MANUAL

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MTAW OFFICER AND COMMITTEE MANUAL

A. Purpose

The purpose of this manual is to provide guidelines for the effective operation of the Municipal Treasurers' Association of Wisconsin, Inc. hereinafter referred to as MTAW.

B. Membership

Annual membership dues shall be determined by the Board of Directors. The annual nonrefundable dues for each member of the Association shall be:

Regular Member	\$60.00
Associate Member	\$80.00
Treasurer at Heart	\$ 5.00
Life and Honorary Member	\$ 0.00
New Regular Member – May - Dec	\$30.00 - First time membership only.
Corporate Rate	\$525 with unlimited members

C. Officers and Directors

All Officers and Directors that attend the board meetings are eligible to receive the following reimbursements made payable to their municipality:

1. One half (1/2) mileage reimbursement at the current IRS rate.
2. One night's hotel room reimbursement at the single room rate.

In order for Directors to qualify for the expense reimbursement detailed in C 1 and C 2 above, they must have held at least one (1) district meeting during the MTAW fiscal year.

D. Elected Officers Qualifications and Responsibilities

President

Qualifications include active member of MTAW, five (5) years Municipal Treasurer's experience, currently serving as or performing the duties of a municipal treasurer and having previously held the position of President-elect or Vice President.

The President of MTAW shall be responsible for the overall direction and operation of MTAW. The following is an outline of Presidential responsibilities. Additional responsibilities may arise during the President's term that may not be listed here.

- Ensure that the stated goals/objectives of MTAW are followed.
- Work directly with the Executive Secretary to complete the association's management services.
- Assist conference planners in developing agendas.
- Prepares the Board meeting agendas and Annual meeting agendas.
- Chair all Board meetings and Annual meeting.
- Approves invoices over \$1,000 for payment and be added to the online bank account with view only rights.
- Assist MTAW Treasurer and President-Elect in preparation of the annual budget.
- Serve on the Nomination Committee with the MTAW President-Elect and Past President
- Appoint Committee members (if vacancies occur during term of officer).

- Appoint members to fill District Director vacancies.
- Attend UWGB Municipal Treasurers Institute.
 1. Send an email to all treasurers attending UWGB (UWGB will provide the list) welcoming them to UWGB Treasurers Institute and encourage them to stop at the MTAW booth. Inform them about the first-time member reduced rate.
 - *Optional – hold a contest using a Municipal Service Provider donation as a prize to get them familiar with MTAW and to get them to the booth to turn in their entry form (ask questions that can be found on the MTAW website)
 2. Sunday Night – Prepare a Welcome & Introduction Speech.
 3. Sunday Night - Describe MTAW certification program with application forms.
 4. Thursday Night - Awards Banquet.
 - a. Present an inspirational speech to the MTAW graduates.
 - b. Present awards given relative to MTAW.
 5. Organize and staff the MTAW Booth during the week. Ensures ample copies of the following items are available.
 - a. Fall conference brochure, agendas, and registration forms.
 - b. Treasurers class registration.
 - c. Membership application.
 - d. John Schlice scholarship application.
 - e. CMTW certification forms.
 - f. CMTW recertification forms.
 - g. Logo wear information.
 - h. Small give away (i.e.: candy, pens).
- Soon after appointment and quarterly thereafter, write a President’s Message for the MTAW website. Send your message, along with a picture of yourself, to the chair of the Multi Media Committee.
- Authorized to attend Association of Public Treasurers United States and Canada (APT US&C) annual conference with cost reimbursement by MTAW up to amount approved in annual budget. (Could attend another State’s annual conference instead of APT US&C).
- Term of office shall be one year.

President-Elect

Qualifications include active membership of MTAW, five (5) years Municipal Treasurer’s experience and having previously held the position of Vice President or another position on the Board of Directors.

The President-Elect shall assist the President in achieving the goals and objectives of MTAW. The following is an outline of President-Elect responsibilities. Additional responsibilities may arise during the President-Elect’s term that may not be listed here.

- Chair meetings and serve as acting President in the absence or inability of the President.
- Serve on the Nomination Committee with the MTAW President and Past President.
- Present the annual slate of Officers, Directors and committee appointments for the upcoming term at the annual meeting.
- Assist Vice President with hospitality suite at conferences.
- Authorized to attend the annual conference of another State that is an affiliate member of APT US&C with cost reimbursement by MTAW up to amount approved in annual budget.

- Assist the MTAW Treasurer and President in preparation of the annual budget
- Review all MTAW expenses; verify expense and compare to the budgeted funds prior to approving then send to the MTAW Treasurer for payment
- Verify Officers and Committee members have been active before reappointing them.
- Term of office shall be one year.

Vice-President

Qualifications include active membership of MTAW and five (5) years Municipal Treasurer's experience.

The Vice President shall assist the President in achieving the goals and objectives of MTAW. The following is an outline of the Vice President's responsibilities. Additional responsibilities may arise during the Vice President's term that may not be listed here.

- Chair meetings and serve as acting President in the absence or inability of the President and President-Elect.
- Chairs Committee responsible for maintenance of Constitution and Bylaws and Officers and Committees Manual.
- Responsible for conference hospitality suite.
 1. Opening and closing of hospitality suite.
 2. Purchasing supplies for hospitality suite (submits invoices to Executive Secretary for reimbursement).
 3. Transporting supplies to and from hospitality suite.
- Term of office shall be one year.

Secretary

Qualifications include active membership in MTAW and two (2) years Municipal Treasurer's experience.

The Secretary shall assist the President in achieving the goals and objectives of MTAW. The following is an outline of the Secretary's responsibilities. Additional responsibilities may arise during the Secretary's term that may not be listed here.

- Maintain the official records of MTAW and retain records in a minute book/binder, on a flash drive, and a voice recording of the minutes, which will get passed on to the next Secretary.
- Prepare minutes of Board meeting.
- Submit minutes to Executive Secretary for distribution to Board members and for retention by the Executive Secretary.
- Submit minutes to the Multi Media Committee to be put on MTAW's website.
- Term of office shall be two years and elected every even calendar year.

Treasurer

Qualifications include active membership in MTAW and five (5) years Municipal Treasurer's experience. The Treasurer will be compensated their registration cost and full mileage for conferences during their term

The Treasurer shall assist the President in achieving the goals and objectives of MTAW. The following is an outline of the Treasurer's responsibilities. Additional responsibilities may arise during the Treasurer's term that may not be listed here.

- Maintains the financial records of MTAW.
- Prior to issuing any checks for expenses, the Executive Secretary and MTAW President-Elect must first approve every payment. In addition, any payments over \$1,000.00 must also be approved by the MTAW President, unless previously approved by the Executive Board. All payments by the MTAW Treasurer are to be made by check only or Board approved ACH. Reoccurring payments such as utilities, Executive Secretary wages, and Growth Zone Software, etc., that are preapproved by the board via the budget, can be paid monthly with ACH or check without additional approvals needed.
- The Chair of the Audit Committee shall be added to the online bank account with view only rights, so they can view and approve all checks. The President shall also be added to the online bank account with view only rights, so they can approve checks over \$1000.00.
- Record checks and deposits in a timely manner in QuickBooks.
- Enter budget annually into QuickBooks.
- Reconcile bank accounts monthly.
- Invest idle funds per the Investment Policy approved by the MTAW Board.
- File Wisconsin Non-Stock Corporation Annual Report:
 1. Due by June 30th.
 2. Fee of \$10.00.
- Form 990 Exempt Tax Return is filed annually with the IRS by September 15th for the previous year.
 1. Duane Zaborowski has been doing this for MTAW, his contact information is 715-843-7491 dzaborowski@wipfli.com
 2. In order to file, Duane needs the following:
 - a. Trial Balance
 - b. Income Statement
 - c. Balance Sheet
- Prepare annual proposed budget with the MTAW President and President-Elect.
- Present up-to-date Treasurer's report to the MTAW Board at the fall and Spring Board meetings.
- Present budget to the MTAW Board at the Spring board meeting
- Present budget to the MTAW Association Membership at the annual meeting in the spring.
- At conferences, hand out Board Meeting Reimbursement Form.
 1. Each Board member in attendance receives reimbursement for one night hotel expense and mileage expense, including the Treasurer Workshop presenters for the night prior to the workshop.
 - a. District Directors must have at least one (1) district meeting a year to get reimbursement for the spring board meeting (May – April fiscal year).
 - b. Mileage is reimbursed for ½ the mileage at the current IRS rate.
 - c. Hotel is reimbursed at the single room rate.
 2. Checks are always issued to the municipality.
- Prepare books for an annual audit by the Audit Committee.
- Notify the IRS immediately of the mailing address change, if there is a change of Executive Secretary or Treasurer and update Incorporation papers.
- Term of office shall be two (2) years and elected every odd calendar year.

Deputy Treasurer

Qualifications include active membership in MTAW and three (3) years Municipal Treasurer's experience.

The Deputy Treasurer shall perform all duties of the Treasurer listed in Section 5 in the absence or disability of the Treasurer.

District Directors

Qualifications include active membership in MTAW and working for a municipality within the district boundaries.

The District Directors shall be responsible for organizing and conducting meetings of the members within their assigned districts. The District Directors shall act as a liaison between the members of their district and the Board of Directors.

- Conduct meetings within their District at least once per year, twice preferred, in order to provide members with an opportunity to improve their skills and abilities in the profession as a Municipal Treasurer.
- Arrange to have speakers, a venue, and any meals being offered then set the agenda with registration to cover all costs. Send final agenda to the Executive Secretary and Chair of the Multi Media Committee for distribution at least 6 weeks prior to your meeting.
- Reach out to non MTAW members in your district and invite them to attend
- During your MTAW district training host a brief meeting to update members on MTAW business and upcoming training opportunities.
- Serve as a liaison between area Treasurers and MTAW.
- Submit an article with updates on district activity for the website.
- President Elect shall present an annual slate of District Directors for presentation at the annual meeting.
- Term of office shall be one year, with eligibility for re-election on an annual basis.
- Maintain District funds in a checking account and report the balance semi-annually to the executive board at each board meeting, along with activity since the previous board meeting.

Past President

Qualifications include active membership in MTAW and completing the term of President. The Past President has all voting rights as other elected officials.

- Assist President with duties as requested
- Serve as Chair of the Education Committee
- Serve on the Nomination Committee with the MTAW President and President-Elect

E. Appointed Officers

Directors at Large

Qualifications include active membership in MTAW and having been a Past President of MTAW. Assist in achieving the goals and objectives of MTAW.

- Serve as a member of the Education Committee.
- Serve as a member of the Scholarship Committee.
- Administer the municipal service provider recognition program.

- Maintain sponsoring municipal service provider list – Information can be obtained from the Treasurer and Executive Secretary.
 - Prepare certificate with President’s signature.
- Provide certificate to municipal service providers on the Thursday of the conference. If the municipal service provider is not present at the conference give their certificate to the Executive Director so he/she can mail it to the municipal service provider.
- In January prepare Municipal Treasurers Appreciation Week Proclamation proclaiming the week beginning the third Sunday in April as Municipal Treasurers Appreciation Week and obtain the Governor’s signature. Once you receive the signed Proclamation (this process takes about one month) send an electronic version to the Executive Secretary and Multi Media Chair, along with a local Treasurers Appreciation Week Proclamation that each municipality can adopt, for distribution.
 - Promote Treasurers Appreciation Week by writing an article for the website, sending the Governor’s Proclamation to the League of Wisconsin Municipalities and the Towns Association, etc.
 - Send an electronic copy of the signed Proclamation to the APT US&C President and Executive Secretary asking them to also promote Municipal Treasurers Appreciation Week.

F. Committees

MTAW recognizes the following Standing Committees in its By-Laws. A brief description of the expectations of each Committee is listed below.

Audit Committee

The Audit Committee shall consist of three members that are current members of MTAW, at least one member shall be a current or past MTAW Board member. Annually review the records and financial reports of the Association's Treasurer for accuracy.

- As soon as possible after the annual conference meet with the MTAW Treasurer (who shall not be a member of the committee) to review the past year’s records
- Ensure that funds are received and dispersed within the guidelines established by the Executive Board.
- Provide the Board with a copy of the annual audit report at every Fall Board meeting.
- Chair will be added to the online bank account with view only rights to review and approve checks.

Celebrations Committee

The purpose of the Celebrations Committee is to promote support and thoughtfulness to fellow members of the Association at a time of illness, death, or challenging times at work.

- A thoughtful card regarding the situation will be sent from the Association to the member.
- Cards will be sent based upon the following criteria/circumstances.
 - 1) Must be an active member of MTAW.
 - 2) Death of a MTAW member or a MTAW member’s immediate family. Immediate family is defined as spouse, registered domestic partner, and children. In the event a MTAW member passes away, cards will be provided to the municipality.

- 3) Major illness or injury to MTAW member only. Major illness or injury are those such as cancer, ALS, major heart surgery, or car accident.
- Chairperson will submit receipts for purchases to the Executive Director who will forward it to the MTAW President-Elect for approval, then to the MTAW Treasurer for reimbursement.

All members are encouraged to forward information to the Executive Director at MTAW and they will forward to committee members.

Conference Committee

The President, with Board's approval, shall select the chair(s) and committee members for each spring and fall conference separately. The Chair(s) may select additional members for the Conference Committee. One Associate Member may serve on the Conference Committee if space allows, however priority is given to Regular Members. If an Associate Member is serving on the Conference Committee their business is not allowed to be a speaker at that conference.

- The Committee shall be responsible for the planning, coordination and administration of the conference.
- The Committee shall refer to the MTAW Conference Guidelines for additional guidance in planning, coordination and administration of the conference
- The Committee will work with the Treasurer to record all revenues and expenditures for the conference and stay within the conference budget.
- The Committee shall consult with the President for any special requests or special guest for the conference.
- The Committee shall work with the Vice President regarding the times and needs for the hospitality suite.
- The Committee shall provide a conference wrap up report to the Board after the conference.

Constitution and By-Laws Committee

This committee shall be chaired by the Vice-President and shall have four members at-large.

- Responsible for periodically updating the MTAW Constitution & By-Laws.
- Responsible for periodically updating the MTAW Officers and Committees Manual.
- Make recommendations to the board regarding any changes.

Education Committee

The Education Committee is comprised of three Directors at Large and the Past President. The Chair of the Committee shall be the Past President.

- Assist Conference Committee in content of training sessions at conferences.
- Assist District Directors in content at District meetings as requested.
- Maintain criteria for MTAW certification and re-certification requirements.
- Review all applications for MTAW certification and/or re-certification and forward approved recommendations to Board.

Election Committee

The Election Committee shall see that ballots are printed prior to the annual meeting. This committee shall consist of up to three members-at-large.

- The ballots shall list the title of office for which the elections are to be held.
- The ballot shall contain the names of each candidate for those offices, as presented by the Nominating Committee, and a space in which a name may be written in for each office.
- No ballots need to be prepared in advance if only one candidate is nominated for each office prior to the annual meeting.
- The Election Committee shall be prepared with blank ballots for a vote in case a nomination is made from the floor during the annual meeting. In case of a ballot vote during the annual meeting the Election Committee members shall distribute, collect and tally the results and report the results to the MTAW President.

Joseph J. Krueger Award Committee

Joseph J. Krueger was an active MTAW member who worked hard in his municipal position and community typifying the overall positive image that MTAW would like projected by its membership. The prestigious Joseph J. Krueger Award was established to formally recognize an active MTAW member who has made outstanding contributions to his/her profession and outstanding contributions to the general welfare of his/her community.

- The award shall be a plaque.
- If justified, shall be awarded on an annual basis.
- Presentation shall take place at the Annual Meeting of the Municipal Treasurers Association of Wisconsin.
- The nominations will be judged by a committee of three or more people comprised of prior recipients of the Joseph J. Krueger Award.
- Nominations shall be sent by certified mail to the Municipal Treasurer Association of Wisconsin Executive Secretary and must be postmarked on or before March 1. The Executive Secretary shall forward the application(s) to the committee by mail within 5 business days and follow up with an email to verify they all received.
- A letter of nomination with very specific details of how the candidate has continuously gone above and beyond for MTAW, along with all community involvements is required. All involvement needs to be specific in what their participation was, including how it impacts the community. The involvement in MTAW and the community should be for a period of many years and more than one person should nominate the individual. For example, one active MTAW member shall submit the application and additional active member(s) shall endorse the applicant. In summary, they need to understand that the committee does not know anything about the individual when the request is submitted for consideration and documentation needs to support the request.
- Additional guidance: Indicate what offices were held, committees served on, to include time, years served, etc. Community involvement highlighting organizations, committees served in, type(s) of volunteer work and in what capacity including years served.

Legislative Committee/DOR Advisory Committee

On the legislative side, the committee will keep the association updated on legislation that may have an impact on the municipal treasurer. This committee shall consist of up to three members-at-large; one each from a village, town, and city.

On the DOR advisory side, only one member is required to represent MTAW. The MTAW association is a 501(c)(3) and as such serves in an educational capacity only.

Note: Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. It may not attempt to influence legislation by lobbying. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain taxes.

Membership Committee

The committee will assist the Board in:

- Promoting MTAW.
- Soliciting new members and the retention of existing members.
- Encourage association involvement.
- Work closely with the Executive Secretary on the membership roster.
- Maintain the membership brochure.
- Send emails welcoming new members when notified by the Executive Secretary
- Purchase small gifts and distribute to all first-time attendees at conferences being sure to stay within budgeted amount.
- Reach out to new treasurers to promote MTAW

Mentoring Committee

This committee is responsible for overseeing the mentoring program. Members from different areas of the state will serve on this committee to assist in locating mentors.

- The Chair shall maintain a list of available mentors and their contact information. The list will include those mentors that are currently matched with a new treasurer and the date they were matched so it will be known when they can be matched with another new treasurer. Mentors will mentor a new treasurer for a period of one year.
- Members shall assist in recruiting mentors. They can utilize notices to all MTAW members via constant contact, website notices, personal contact, recruitment at conferences, etc.
- The committee shall match new treasurers requesting a mentor with a mentor from the same type of municipality (town, village, or city). Once a match is made the committee shall provide contact information to both the new treasurer and the mentor and record the match.
- Annually a report of all matches made during the year will be provided to the MTAW board.
- Mentors who are matched to a new treasurer will receive 5 Experience points toward certification or toward maintaining their certification for one year of mentoring a new treasurer.

Multi Media Committee

Maintain an internet web site for MTAW to assist and inform members and nonmembers on the benefits of the association. Gather and post pertinent newsletter articles to the website. This committee shall consist of up to five members-at-large.

- Web site address is www.mtaw.org
- The Executive Secretary and web designer shall serve as advisory members of the Multi Media Committee.
- Articles shall be submitted to the Multimedia Committee Chair or to the MTAW Executive Secretary, who will then forward the article to the Multimedia Committee Chair.
- The Multimedia Committee Chair shall review all articles, seek advice from the committee as needed, and give final approval of articles based on the following criteria:
 - 1) Articles may only be submitted by MTAW members and associate members.
 - 2) Articles must be of interest to MTAW members and be either:
 - a) about an MTAW event or MTAW information;
 - b) about upcoming training opportunities; or
 - c) educational in nature.
 - 3) Articles may be subject to editing.
- The Chair shall post MTAW conference session summaries, written by Committee members, within thirty (30) calendar days of each conference.
- The Chair shall post quarterly messages submitted by the MTAW President.
- The Chair, subject to Committee discussion, shall direct the webmaster to make changes to the website deemed to be in the best interest of MTAW.
- The Chair and Committee shall quarterly, or more often if wanted, select an MTAW member to highlight on the website

Nominations Committee

Responsible for developing an annual slate of Officers and District Directors of MTAW for presentation at the annual meeting.

- The Committee shall be comprised of the President, President-elect and Past President.
- All Officers and Directors should be contacted at least ninety days prior to the annual meeting to determine if they wish to continue serving.

Salary Survey Committee

The Salary Survey Committee shall gather information and compile a salary survey to be placed on the Association website as a resource to our members.

Scholarship Committee

This committee shall consist of the three Directors-At-Large and two other members that have previously served as an officer or director of the association.

- Administer the scholarship program of MTAW, which offers assistance to selected recipients for costs associated with attendance at the UWGB Institute and for MTAW conference registration.

- Administer the John Schlice scholarship which includes conference fee and lodging for one person at the annual spring conference.
- Maintain scholarship application forms, in addition have copies available for applicants and include applications on web site.
- Coordinate with conference scholarship sponsors the number and the amount of their respective scholarships. The Executive Secretary shall solicit UWGB Scholarships from all Municipal Service Providers when sending letters for booth and advertising solicitations, then following up with emails and calls as necessary.
- Review all scholarship applications received and make recommendations of awards to Board.
- The Chair or their appointee will notify all conference and UWGB scholarship recipients as soon as possible after Board approval in order to allow them to make plans to attend the UWGB Institute or MTAW conference.
- The Chair or their appointee shall notify UWGB Institute Director of scholarship recipients.
- The Chair or their appointee shall notify the Executive Secretary of the conference scholarship recipients so they can be verified after attending a conference and sent to the MTAW President-Elect and Treasurer for reimbursement
- The Chair or their appointee shall forward a list of scholarship recipients to the Multi Media Committee Chair and Executive Secretary for placement on the website and for permanent documentation.
- The Chair or their appointee shall arrange to have scholarship awards and checks available to the President for presentation at UWGB Institute banquet.

Treasurer Manual Update Committee

This committee is responsible for updating and maintaining the Treasurer's Manual through MTAW. A mix of members from Cities, Villages and Towns shall serve on this committee to insure proper representation and perspectives from each.

The Chair of this committee shall be responsible for maintaining a current copy of this manual in an electronic form and send the Executive Secretary any updates if needed on a yearly basis.

Treasurers Workshop Committee

The committee is responsible for planning, preparing and teaching the Treasurers' Workshop. This committee shall consist of up to five members-at- large.

- The class shall be offered annually on the Wednesday before the Spring Conference.
- Members are entitled to one night's hotel room reimbursement for Tuesday evening payable directly to the member's municipality.
- All workshop expenses shall be paid by MTAW (binders, copies, etc.).

G. Meetings

MTAW Board of Officers and Directors Meeting

- The MTAW Board of Officers and Directors shall meet the evening prior to each conference and at any other times necessary as determined by the President.
- Agenda at regular meetings shall be:
 1. Call to order
 2. Officers' reports
 3. Directors' reports
 4. Executive Secretary report
 5. Committee reports
 6. Unfinished business
 7. New business
 8. Closed Session
 9. Open Session
 10. Adjournment

Annual Association Meeting

- The MTAW annual meeting shall be held at the spring conference
- Agenda shall be:
 1. Call to Order
 2. Approval of Minutes of Previous Meeting
 3. Treasurer's Report
 4. Presentation of Budget for Ensuing Year
 5. Presentation of Certifications and/or Re-Certifications
 6. Committee Reports
 7. Nomination and Election of Officers and Directors
 8. Oath of Office of Officers and Directors
 9. Unfinished and/or Old Business
 10. New Business
 11. Closed Session
 12. Open Session
 13. Adjourn

Association District Meetings

- District meetings should be held at a minimum of one time per year, preferably two.
- Location and topics for District meetings are at the discretion of the District Director(s).
- Registration fees for District meetings should be sufficient to cover costs.
- District Directors may utilize the services of the Executive Secretary in mailing of notices of District meetings to members and non-members within the District.
- District meetings may be held jointly with clerks' (WMCA) District meetings.

Please Note: In order to be eligible to receive points toward certification or re-certification all officers, directors, co-directors, committee chairs and committee members must be active participants and; all officers, directors, co-directors, and committee chairs are required to submit a written report to the Board for the annual April meeting that includes all activity along with a list of any inactive members, directors, or co-directors to be used for certification verification.