

**MISSOURI BUSINESS EDUCATION ASSOCIATION**  
**Application for Treasurer – 2011-12**  
**Open to All MBEA Members**

**The nomination for MBEA Treasurer is open to all MBEA Members and will be for the following terms:**

2011-2012  
2012-2013  
2013-2014

**Job Description**

The treasurer will act as the custodian of all funds of MBEA. Duties include, but not limited to, the following:

- Disburse funds at the direction of the Executive Board or when included in adopted budget.
- Present a financial report to the membership at the business meetings of MBEA.
- Keep accurate financial records and submit a current itemized report of the receipts, expenditures, and the balance on hand at each Executive Board meeting.
- Maintain a notebook of financial statements and reports.
- Work with President to ensure tax-exempt status is kept current.
- Meet with the Auditing Chair and/or Committee.
- Assist in the planning of conferences of MBEA, including coordination of the receipts of funds for the Summer Conference meal functions, and the Fall Conference.
- Maintain a database of current MBEA members from reports received from the MoACTE office.
- Prepare membership records and report at Executive Board meeting.

Specific responsibilities are included in the timeline in the MBEA Handbook Policies and Procedures section, which is available at [http://dese.mo.gov/divcareered/documents/MBEA\\_policies\\_and\\_procedures.pdf](http://dese.mo.gov/divcareered/documents/MBEA_policies_and_procedures.pdf).

If you are interested in giving back to your profession, consider being nominated as MBEA Treasurer.

Completed nomination forms are due **March 1, 2011**.

If you have questions, contact Laura Taylor, Nominations Committee Chair,  
at 660-287-2452 or at [ltaylor@sfccmo.edu](mailto:ltaylor@sfccmo.edu).

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Name		Home Phone	
Home Address	City	Zip	
School Name	School Phone	School FAX	
School Address	City	State	ZIP
Preferred email			
Level of instruction: (middle, secondary, university, etc.)			
What is your current position in district and state organizations (CBTA/MBEA)?			
Do you understand that in seeking this position you are making a three-year commitment to the MBEA Board? Yes <input type="checkbox"/> No <input type="checkbox"/>			
This position will include professional leave to fulfill MBEA responsibilities. Do you have your employer's consent to seek this MBEA office? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Employer's Signature:</b>		<b>Date:</b>	
What positions have you held in district or state business education association (CBTA/MBEA)? (Please list with dates.)			
What positions have you held in MBEA, MoACTE, CBTA, NBEA? (Please list with dates.)			
To what professional organizations do you belong?			
<b>Nominee's Signature:</b>		<b>Date of Application:</b>	

**Attach a copy of your resume and mail/email by March 1, 2011 to Laura Taylor, MBEA Nominations Chair, 2440 Woodland Drive, Sedalia, MO 65301 or [ltaylor@sfccmo.edu](mailto:ltaylor@sfccmo.edu).**

Date Application Submitted to Committee: