

# **Battle of the Books**

## **Responsibilities of the MHLS Battle of the Books Treasurer**

### **Responsibilities of MHLS Battle of the Books Committee Members:**

- Fully participate in committee activities by attending meetings and conducting business by telephone and written communications.
- Act in good faith and in accordance with what they believe to be in the best interest of the Battle of the Books program and its participants.
- Problem solve as a group.
- Publicly disclose any actual or perceived conflicts of interest and not vote on such committee matters.
- Be aware of (through attendance, review of minutes) and able to discuss pertinent issues.
- Elect a chair and vice chair; held for two year terms.
- Each member of the collective is responsible for participation in the following: fundraising, volunteer recruitment, title suggestions and selection, assessment and adjustment of rules and planning procedures, question writing, selecting a regional facility.

**\*Treasurer** - This position is filled by the participating library that maintains the Battle of the Books bank account

- Responsible for tracking of funds including: deposit of donations, reimbursement of committee members, payment to regional facility, purchasing of replacement equipment.
- Reports on fund balance, sets a budget for the coming year based on anticipated expenses.
- Coordinates with Battle of the Books Chair and sub-committees as necessary.

### Timeline

#### **September – After Regional Event**

- Supply reimbursement to sub-committee members (*as necessary*)

#### **October [Meeting]**

- Report fund balance; set budget for coming year

#### **November**

- Report any changes to fund balance

#### **December [Meeting]**

- Report any changes to fund balance

#### **January**

- Order judges copies from group book buy (4 copies of each title)

#### **February [Meeting]**

- Place orders for equipment (*as necessary*)

#### **March**

- Place orders for equipment (*as necessary*)

#### **April**

- Coordinate with Facility Chair regarding payment for Regional Event Venue

#### **May [Meeting]**

- Report any changes to fund balance

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**June**

- Coordinate with Publicity/Promotion Chair for up-to-date Sponsor list information.

**July**

- Coordinate with Publicity/Promotion Chair for up-to-date Sponsor list information.

**August [Meeting]**

- Coordinate with Publicity/Promotion Chair for up-to-date Sponsor list information.

**September - Before Regional Event**

- Coordinate with Facility Chair regarding payment for Regional Event Venue