



Mac PAC Treasurer Responsibilities

Mac PAC Meetings:

The Mac PAC Treasurer attends all bi-monthly Mac PAC meetings. Meetings are held at the Kankakee Site and include a Leadership meeting at 6:15pm followed by the regular meeting at 7:00pm

- 2019-2020 Meeting dates are as follows:
 - Wednesday, September 18th
 - Wednesday, November 13th
 - Wednesday, January 15th
 - Wednesday, March 11th
 - Wednesday, May 13th

Mac PAC Budget:

- Assist with setting the Mac PAC budget
- Maintain the Mac PAC Budget
- Prepare the Mac PAC Monthly Treasurer report
- Review and approve all Mac PAC reimbursement sheets
- Forward all approved reimbursement sheets to the Director of Finance
- Assist the Director of Finance with any reimbursement issues

Other Responsibilities:

- Assist President with Mac PAC fundraisers
- Assist President with Mac PAC communications
- Assist with Mac PAC sponsored events/activities