



## **MAK BOARD – Treasurer**

As the Treasurer of MAK, you are responsible for all financial concerns of MAK and our foundation “Stichting E.C.O.”. This includes determining budgets, maintaining the financial situation throughout the year and writing the annual report. This means that you are financially involved in all activities organized by MAK. Furthermore, you are responsible for the acquisition and contact with sponsors and partners. You are also responsible for all internal social activities. Lastly, you have the final responsibility of Project M.

### **Responsibilities**

As the Treasurer of MAK you will be, among others, responsible for:

- Determining budgets and realization of different activities;
- Keeping the bookkeeping of Stichting E.C.O. up to date;
- Writing the annual report of both MAK and Stichting E.C.O., in close cooperation with the former treasurer;
- Reporting to the Auditing Committee by quarterly checks;
- Translating ideas and policy to budgets;
- Maintaining contact with and acquisition of sponsors and partners of MAK;
- The organization and long term policy of Project M.

### **Committees**

Below you can find the committees coordinated by the Treasurer:

- Project M Committee;
- Auditing Committee;
- Promotion and Social Committee;
- Kasco Committee;
- MAKactivities: social activities organized by MAKkers;
- Art and Design Committee.

### **Requirements**

Next to the capabilities that are required from a general board member, the following capabilities are demanded for fulfilling the position of Treasurer:

- You have a structured and orderly way of working;
- You are in possession of good negotiation skills;
- You have affinity with the financial part of organizations;
- You are accurate and detail oriented;
- You have good social skills;
- You have good organizational skills.

### **Information**

If you would like some additional information about being the Treasurer of MAK, you can contact the current Treasurer, Jarno de Wit. For general information about being a MAK board member, you can contact Jarno or one of the other board members. We will be more than willing to inform you.

