

TREASURER

The treasurer is an elected and voting position of the Board of Directors.

Purpose: to maintain proper financial procedures, keep accurate financial records, advise officers, chairs, and liaisons regarding financial matters, and communicate with the accountants and auditors.

Ongoing responsibilities:

1. Attend Board of Directors meetings and present reports at each.
2. To be consulted on budget preparations for presidential terms to be used as guidelines for major functions.
3. Pay all bills in a timely manner and keep accounts and records up to date including investments.
4. Insure that all federal reports are completed and returned by the required deadlines.
5. Insure that all payroll reports and deposits are completed as required.
6. To be consulted for all contract negotiations and be one of the signing parties.
7. Arrange for officers to be bonded annually.
8. Pay premiums annually for group liability insurance.
9. Use a convenient bank, keep a current “for deposit only” stamp, updated deposit slips and checks, and notify vendors of new addresses if the bank is changed.

Monthly responsibilities:

October

Present an annual budget and an annual report to the annual meeting at the two-day conference. Change signature cards from the bank with new officers signatures.