

TREASURER

OFFICE RESPONSIBILITIES

- Maintain accurate financial records for the Association.
- Balance the monthly bank statement for all accounts:
 - There are five different accounts in two Association banking institutions: one non-interest bearing checking account, and two money market accounts.
 - The non-interest bearing checking account should maintain a minimum of \$2,000.00. The association credit card is held at this institution.
 - The share account is to remain a constant \$25.00. Any additional interest dividend above the \$25.00 is to be moved to the money market shares account each year.
 - The interest-bearing checking account should maintain a minimum of \$5,000.00 for use by the Association to reimburse for district meetings and pay for other expenses. The two money market accounts, one for scholarships/grants and one for a reserve, obtain funds from the proceeds of the conferences. Additional funds earmarked for the scholarship/grant funds during the annual conference are transferred after all accounts have been settled concerning conference expenses.
 - New signature forms must be completed by the incoming Treasurer and President. At the same time, a letter, (signed by the President, Vice President, Secretary, and Treasurer) must be provided to the banking institution from the Association giving authorization to change the incoming Treasurer and President names on the account. This change allows for both the President and Treasurer to sign checks for the Association.
- Receive and disburse all funds:
 - Questions concerning bills are referred to the President or Vice President.
 - Much receiving and disbursement is associated with the annual conference; the Treasurer should work closely with the Membership Chairperson and the Conference Planning Committee regarding registration, dues, and exhibitor table fees.
- Present the Treasurer's Report at Executive Board meetings and the annual Association business session:
 - An electronic copy of the monthly report(s) should be sent to Executive Board members prior to Executive Board meetings.
 - An electronic copy of the most recent report should be prepared and sent to the President for presentation at the annual Association business session.
- Attend Conference Planning Committee meetings.
- Chair the Audit Committee and conduct an internal audit after the biennial conference but prior to the January Executive Board meeting of the Association. The President will appoint the Audit Committee.
- Prepare and submit IRS Form 990-N each year.

- Transfer treasury materials to the incoming Treasurer by the first Executive Board meeting of the Association year. Materials should be retained for five years.
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.
- Maintain accurate membership records and report on the status of the membership at Executive Board meetings and the Association business session.
- At the end of the Association year, send an electronic copy of the final annual membership list to the Archivist, for printing out and filing in the Association archives.
- At the end of the Association year, send an accurate count of current membership to the Procedures Officer for updating in “Appendix A” of the *Handbook*.

GENERAL PROCEDURES

- Work closely with the Vice-President to ensure that all new memberships and membership renewals paid at the time of the conference are processed and recorded accurately.

LENGTH OF TERM

The Treasurer will be elected for a four-year term or until a successor is elected. In the third year of the term, an election will be held to name a treasurer-elect who will shadow the current treasurer for two years. The treasurer-elect will officially become the Treasurer at the next biennial conference.

The treasurer-elect will be informed as the Treasurer performs duties related to the position. This should include: learning about bank account information, Member Planet, conference duties, and treasurer reports and accounts. It is highly encouraged that the treasurer elect attend the yearly conference to learn treasurer duties and procedures. They will not serve as a voting member on the Executive Board during their year in training, but will serve as an ex-officio member on the Board.