

TREASURER

OFFICE RESPONSIBILITIES

- Maintain accurate financial records for the Association.
- Balance the monthly bank statement for all accounts:
 - There are four different accounts in the Association banking institution: passbook, interest-bearing checking, and two money market accounts.
 - The passbook account is to remain a constant \$25.00. Any additional interest dividend above the \$25.00 is to be moved to the scholarship money market 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.
- Mail receipts to conference exhibitors for table fees.
- Chair the Audit Committee and conduct the annual audit after the annual conference but prior to the first Executive Board meeting of the Association year (the President will appoint the Audit Committee).

- 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.

LENGTH OF TERM

At the March 2001 annual conference the Executive Board voted to make the term of office for Treasurer three years. To allow time for a smooth transition, the term of the incoming Treasurer will start with the first Executive Board meeting after the annual conference.