

PSPA Job Description for the Treasurer

General Responsibilities

The Treasurer shall:

- Be elected by the membership as a voting member of the Board of Directors
- Be a PSPA / AAPA member in good standing
- Maintain accurate records of the financial status of the Society
- Deposit all money received by the Society in to the Society's account
- Pay all bills approved buy the Board of Directors and record all receipts for those payments
- Submit an annual financial report at least two weeks prior to the general membership meeting
- Oversee the preparation of the Society's annual budget
- File Income Tax return at the end of each fiscal year
- Send out 1099 Forms as per IRS instructions at the end of each calendar year

Board Responsibilities

The Treasurer shall:

- Review all information presented for discussion at the Board of Directors meetings prior to the meeting and come adequately prepared to discuss those items
- Submit quarterly financial report to the Board of Directors two weeks prior to the Board of Directors Meeting
- Keep the Board of Directors advised of the status of income and expenditures in relationship to the Society's annual budget

Committee Responsibilities

The Treasurer shall:

- Serve as the Chairperson for the Finance Committee
- Act as a Board Advisor to the Financial Affairs Division of the Society
- Be familiar with the minutes for the committees for which he or she acts as Board Advisor
- Oversee that each committee under his or her supervision meets the goals as outlined in the Society's Action Plan
- Encourage that all committees under his or her supervision to submit a report two weeks prior to each Board of Directors meeting

Attendance Responsibilities

The Treasurer shall:

- Miss no more than one Board of Directors meeting per year
- Attend meetings of those committees for which he or she acts as a Board Advisor
- Attend any strategic planning sessions of the Society

This position requires approximately 15-20 hours per month to fulfill its duties