

# 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 complete and accurate records of the financial status of the Society
- Deposit all monies received by the Society into the Society's account
- Pay all bills approved by 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 to the Board of Directors
- Oversee the preparation of the Society's annual budget.
- File Income Tax return at the end of each fiscal year
- Annually distribute Form 1099 per IRS protocol

## 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 as it relates 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 the Treasurer acts as Board Advisor
- Oversee that each committee under the Treasurer's supervision meets the goals as outlined in the Society's Action Plan and assist chair in development of action plan sections every 2 years.
- Encourage that all committees under the Treasurer's supervision to submit a report two weeks prior to each Board of Directors meeting to write articles for newsletter on a regular basis, and to submit proposal to board as needed
- Be available to chairs for consultation between scheduled contact sessions.
- Assist with budget submission for committee for annual budget.
- Supervise committee spending and approve with signature and date reimbursement form as required.
- Encourage chairs to have an active co-chair and adequate committee members.
- Encourage BOD meeting participation of committee chair in person or virtually.
- Verify committee policies are being followed.
- Work with chair to edit committee policies as needed.
- Communicate summaries of committee meetings, conference calls and activities to other board members on a timely basis

## **ATTENDANCE RESPONSIBILITIES**

### **The Treasurer shall:**

Attend a minimum of three (3) Board of Directors meetings per year

- Attend meetings of those committees for which the Treasurer acts as a Board Advisor
- Attend any strategic planning sessions of the Society.

A 2-month notice of resignation is requested of the officer. The resigning officer should submit all files and copies of the correspondence regarding the officer's activities to the new officer or to the Board Administrator.

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

Reviewed/Revised 4/5/08; 7/25/15; 7/23/16; 11/7/22; 4/15/23