

Treasurer Job Description

Board of Director Responsibilities

All Board Members

1. It is a general responsibility that the Board of Directors follow all guidelines and procedures of the Association and that each individual board member meets all responsibilities as outlined in the responsibilities listed below.
2. It is expected that board members respond in a timely manner to communications involving Association business.
3. Failure to follow guidelines and procedures of the Association or failure to meet minimum job responsibilities is grounds for removal from the board, as outlined in the Bylaws of the Association.
4. Actively participates in the planning, implementation, and evaluation of the Annual Conference.
 - a. Presents breakout session, as needed.
 - b. Participates in the set-up logistics, decorations, and/or other Annual Conference specific committees, as needed.
 - c. Volunteers for duties at the Annual Conference as needed to fill in the Responsibility Matrix.
 - d. Solicits donations for delegate giveaways and prizes.
 - e. Assists in the recruitment of Presenters.
 - f. Assists in the recruitment of Partners.

Treasurer

1. Attends all Board of Directors meetings and Executive Board meetings.
2. Manages the finances of the Association, including proper record keeping of all revenue and expenditures.
3. Manages all bank accounts, deposit accounts or other financial accounts for the Association.
4. Manages all credit cards, debit cards or other liability of the Association.
5. Manages the services and contracts with a merchant service for the acceptance of credit cards.
6. Prepares and presents a financial report for all Board of Directors meetings that includes all current revenue and expenditures for the current fiscal year.
7. Prepares and end of year (*fiscal year*) financial report for the Association.
8. Coordinates the filing of all required local, state and federal tax forms for the Association.
9. Reviews and *maintains* the insurance coverage for the Association.
10. Actively participates in the planning, implementation and evaluation of the Annual Conference.
 - a. Coordinates registration of delegates for the conference and pre-conference.
 - i. Works with the President in the preparation of the confirmation notice to delegates.
 - ii. Works with the Technology Coordinator in implementation of the outline registration process.
 - b. Manages all records of payments received and payments pending for delegate registration.
 - i. Invoices, in a timely manner, all unpaid registrations.
 - c. Coordinates the check-in process at the conference.
 - i. Purchases and maintains inventory of nametag supplies (*ribbons, pins, holders, etc.*)
 - d. Maintains the inventory of the Association.

- e.** Maintains the database for the Association.
- 11.** Prepares mailing labels, as needed.
- 12.** Participates with the Annual Conference Site Committee, as needed.
- 13.** Has signature responsibility at conclusion of Annual Conference Site Committee recommendation.
- 14.** May seek opportunities to join other committees within the structure of the Association Bylaws.