
SUBJECT: DUTIES & RESPONSIBILITIES OF THE TREASURER

The Treasurer shall assume responsibility for the financial affairs of the Society and act as Chief Financial Officer. As such make recommendations concerning the Society's financial affairs to the President; and perform other duties as directed by the President.

More specifically, these duties include, but are not limited to:

- a) Receive and account for all funds belonging to the Society
- b) Provide proposed operating budget to the Board
- c) Provide an annual financial statement to the Board and the membership
- d) Distribute written Financial Reports at Board meetings
- e) Collect dues and dispense any monies necessary to conduct the business of the Society
- f) Forward Membership Registration Forms to Membership Chair
- g) Maintain list of paid members
- h) Collect registration fees for quarterly business meetings and coordinate with Program Chair
- i) Obtain financial audit prior to the end of term and submit copy to Board
- j) Provide incoming Treasurer with all files and records by January 31

Term limit. The Treasurer serves a two-year term and may seek re-election to office.

Attachment 1 –Calendar of Events

January/Quarterly	Collect fees and verify count for quarterly business meetings Analyze prior year costs and prepare Financial Report, including comparisons to previous years – for submittal to the Board in February
February	Provide prior year Financial Report to the Board Submit article on same for Newsletter Provide proposed operating budget for upcoming year to the Board
Monthly	Pay invoices/make deposits as due Prepare bank reconciliation and Financial Report for Board meetings Submit copies of membership registrations to Membership Chair Maintain list of paid members
September	Arrange for financial audit prior to end of term
December	Arrange for transfer of records at the end of term