

## **Treasurer**

1. **Purpose:** Serves as principal financial officer of the Society.
2. **Term of Office:** Three years. Elected every three years.
3. **Voting Status:** Voting member.
4. **Major Duties/Responsibilities:**
  - a. Maintains custody and accurate accounting of all Society funds.
  - b. Approves and signs all contracts, legal documents, and financial statements.
  - c. Attends Executive Board and Annual Business meetings.
  - d. Establishes or maintains financial accounts. With the election of a new President or Treasurer, coordinates filing of new signature card(s) with the bank.
  - e. Coordinates and issues payment for both recurring and non-recurring expenses.
    - i. Deposits income.
    - ii. Reimburses approved expenses.
    - iii. Maintains receipts and disbursements.
  - f. Prepares financial reports for all Executive Board and Annual Business meetings.
  - g. With the President, develops annual budget prospectus based on past expenditures and those anticipated for the upcoming year (December of current year). Presents prospectus to the Executive Board for approval (January of subsequent year).
  - h. Ensures reconciliation of bank account balances using QuickBooks computer software.
  - i. Suggests monetary transfers, when appropriate.
  - j. Provides financial records to Audit committee for annual review.
  - k. Submits all non-current files to the State Archives. Transfers all current files to incoming Treasurer.