

Treasurer Position Description

Responsibilities of the Treasurer

- Attend all SEPARID board and general membership meetings.
- Maintain accurate records of checking account, savings account, and certificates of deposit.
- Pay any bills or reimbursements the organization has incurred after receiving approval by the president if necessary.
- Prepare quarterly and fiscal year (July 1- June 30) reports for SEPARID board: September 15, December 15, March 15, and July 15.
- Prepare and submit fiscal year reports to PARID's treasurer by July 15.
- Annually prepare and submit a fiscal year budget to SEPARID's Board.
- Participate in all discussions on the Board Yahoo group.
- Participate in all votes held on the Board Yahoo group.
- Submit a treasurer report to the SEPARID Board in preparation for each board meeting and general membership meeting.
- Maintain all tax files and appropriate documentation.
- File tax forms as necessary.
- Submit a report to the newsletter editor for publication in the newsletter.
- Other duties as assigned.

Responsibilities at Board Meetings

- The treasurer is expected to attend all board meetings.
- Evaluate all motions for financial impact to SEPARID prior to voting.

Responsibilities at General Meeting/Annual Workshops

- The treasurer is expected to attend general membership meetings.
- The treasurer's primary responsibility during this event is to advise board members of the financial impact any decisions being made will have on SEPARID.

DOCUMENT HISTORY

Established 1/2007