

Section: Job Responsibility

Number: 101-02.3

Subject: Treasurer

Date: Last Revised March 2009

Reports to: Executive Committee and BOD

Purpose: The treasurer receives, distributes, manages and accounts for the funds, assets and securities of the Association as directed by the Executive Committee and SCAPAN Policy/Procedure.

Role & Responsibility: Maintains individual membership in ASPAN/SCAPAN

1. Serves two-year term, may succeed self for one successive term.
2. Serves as Chairperson of the Finance Committee.
3. Keeps a full and accurate account of the receipts of disbursements of funds, assists and securities of the association.
4. Provides presentation at each BOD meeting on financial statistics and makes appropriate recommendations of expenditures- balance sheet and income statement
5. Presents financial report at the Annual Business meeting held in conjunction with the fall conference – balance sheet and income statement.
6. Monitors annual income to maintain sufficient funds to cover annual costs of association based on annual proposed budget.
7. Presents proposed annual budget in January of each year to the BOD and Executive Committee – to include all committee requests for funding. Annual budget is to be prepared in committee and brought to the board.
8. Compiles financial statistics relating to State Conference (income/expenses). Executive Committee will use financial analysis to plan subsequent conferences.
9. Monitors all expenditures, including committee expenditures and initiates proper request and action in accordance with finance policy & procedure.
11. Assumes secondary level of responsibility as directed by President.

12. Reviews job description yearly and make appropriate revisions to Vice President / President Elect.

13. Maintains an active checking account for the purpose of handling all association expenditures and deposits. Maintains a Certificate of Deposit (DC) and / or money market account in order to maximize interest earned for the Association as approved by the BOD. Makes recommendations for the financial growth for association.

14. Collaborates with the Secretary to maintain a current roster of SCAPAN members:

- a. Provides a complete roster annually to the BOD
- b. Provides updated roster to districts as appropriate

Original: 10/97

Revised 01/02

Reviewed-4/06, 3/09