

Board of Trustees - Treasurer

Bylaws: ARTICLE VI – Duties of Officers, Section 4.

The Treasurer shall submit a financial report at the Annual Meeting of the House of Delegates. The Treasurer shall oversee the preparation of the annual financial report required by ARTICLE XIV, Section 2. The Treasurer shall be responsible for other duties as they are assigned by the President, Executive Committee or Board of Trustees.

Commentary: The primary role of the Treasurer is to be responsible to the Board of Trustees for oversight of all expenditures and revenues, including a monthly review of the financials with the Chief Financial Officer (CFO).

The Treasurer will:

- Chair the Finance Committee meetings
- Report to the Board of Trustees regarding financial status of the organization
- Review monthly financial statements
- Oversee yearly budget process
- Review annual audit and tax return
- Monitor the investment portfolio
- Monitor the reserve balance
- Report to membership at Annual Convention

Meetings:

- Board of Trustees
- Executive Committee
- Committees as assigned per Executive Committee liaison responsibilities
- Budget Meeting (September or October)
- Annual Convention
- Capitol Conference

For more information about the Treasurer's duties and Finance Committee can be found in Policy & Procedure (P&P) *Duties of the Treasurer and Structure of the Finance Committee* Policy #95-03-EX.