

Treasurer

Roles and responsibilities

*Some or all of the financial duties of the Treasurer may be delegated to a professional management firm selected by the Board and under contract to the Association.

Board and committee meetings:

- Attend regularly scheduled board meetings and annual meeting in November
- Present in writing at each regularly scheduled meeting of the Association and the Board of Directors a complete statement of all receipts and disbursements, bank balances, and obligations due, and shall submit additional information if required

Budget:

- Keep the accounts of the Association and shall make disbursements of Association funds as directed by the Board of Directors

Other responsibilities:

- Collect all dues and other monies of the Association and deposit them in an insured State or National bank to be selected by the Board of Directors
- Prepare an Annual Report of Receipts and Disbursements to be made available for audit and presented in writing to the membership at the Annual Meeting
- Ensure that all required tax returns are prepared and filed in accordance with the statutory requirements and such other reports as are required from time to time
- Maintain insurance coverage as directed by the Board