

## **TREASURER**

### OFFICE RESPONSIBILITIES

- Maintain accurate financial records for the Association.
- Participate as a voting member on the Executive Board.
- Balance the monthly bank statement for all accounts.

There are four different accounts in the State Employees' Credit Union: Passbook, Interest-bearing checking, and two Money Market accounts.

The passbook account is to remain a constant \$25.00. Any additional interest dividends above the \$25.00 is to be moved to The Scholarship Money Market account each year.

The Interest-bearing checking account should maintain a minimum of \$5,000.00 for the use by the association to reimburse for District meetings and pay for other expenses. The two Money Market accounts, one for the two scholarships and one for a reserve obtain funds from the proceeds of the Conferences. Additional funds earmarked for the scholarship funds during the yearly conference are transferred after all accounts have been settled concerning conference expenses.

The accounts were established at the Morehead City SECU branch, but any SECU branch may handle business concerning the accounts.

New signature forms provided by the SECU have to be completed by the incoming Treasurer and President. A letter must be provided to the SECU from the association at the same time giving authorization to change the incoming Treasurer and President names on the account. Names required are Executive Board members. (President, Vice President, Secretary and Treasurer). The change allows for both the President and Treasurer to sign checks for the association

- Receive and disburse all funds.  
Questions concerning bills are referred to the President or Vice President.

Much receiving and disbursement is associated with the annual Conference, and the Treasurer should work closely with the Membership Chairperson and the Conference Planning Committee regarding registration, dues, and exhibitor table fees.

- Present Treasurer's Report at Executive Board meetings and Association Business Sessions. At least one hard copy is provided for the Secretary; the usual practice has been to provide copies for all present.
- Attend Conference Planning Committee Meetings.
- Mail receipts to conference exhibitors for table fees.
- Chair the Audit Committee and conduct the annual audit at the First Executive Board meeting of the Association year -- the President will appoint the Audit Committee.
- Transfer Treasury materials to incoming Treasurer by the first Executive Board meeting of the Association year. Materials should be retained for five (5) years.
- Perform any tasks assigned by the President.

**Length of Term:**

At the March 2001 annual conference the Executive Board voted to make the term office for the Treasurer to be 3 years.