

This is a three-year term and is open to all members.

Treasurer-Elect

Responsibilities:

- Serves as a signer for organizational funds.
- Serves on the Finance Committee.
- Issues invoices and manage accounts receivables.
- Takes minutes at Finance Committee Meetings

Treasurer

Responsibilities:

- Responsible for the funds of the Association.
- Pays all bills of the Association and reconcile accounts.
- Makes an annual financial report to the Association.
- Sets agenda for the Finance Committee and helps prepare and oversee the annual budget of the association with the past- treasurer.
- Makes regular reports on the financial status of the Association to the governing board and membership.
- Assumes such other responsibilities as directed by the president.

Past-Treasurer

Responsibilities:

- Chairs and coordinate the Finance Committee meetings.
- Prepares reports for the Internal Revenue Service, sustains articles of incorporation, and oversees all responsibilities entailing government compliance.
- Secures and monitors insurance for the organization and its officers.
- Consults with the President concerning appropriate duties in support of organizational finances to be assigned to the organization's executive assistant.
- Ensures all documentation is updated annually, including Financial Policies Sections of the Policies and Procedurals Manual.
- Assumes such other responsibilities as directed by the president.
- Assumes the role of treasurer should the treasurer be unfit to serve.