

## Section 5. The Treasurer

### *General Responsibilities:*

He or she shall:

- ◆ Maintain accurate records of the financial status of NDAPA.
- ◆ Deposit all money received by the organization in the organization's account.
- ◆ Pay all bills approved by NDAPA's Board of Directors and record receipts of those payments. If the amount is over \$2500, the Treasurer will need to acquire the co-signature of the President.
- ◆ Review the financial status of previous years, before assisting in the drafting of the annual budget.
- ◆ Have the records audited routinely and upon departure from the office. The Board of Directors will determine the method of audit.
- ◆ Provide a detailed report of fiscal accounts and contacts to be forwarded to the next Treasurer.
- ◆ Work with the Corporate Relations Committee to identify nondues sources of revenue.
- ◆ Submit a monthly, quarterly, and annual written financial report to the Board of Directors. The quarterly report should be submitted two weeks prior to the Board of Directors meeting. The annual report should be submitted two weeks prior to the annual meeting.
- ◆ Prepare the annual budget.
- ◆ Coordinate with the Membership Committee the collection of yearly dues from all members.
- ◆ Write a column for each edition of NDAPA's newsletter, *The Review* providing a summary of the organization's financial status.

### *Committee Responsibilities:*

He or she shall:

- ◆ Serve on the ad hoc Financial Advisory Committee (planning the annual budget).
- ◆ Provide financial advice and investment strategies to the ad hoc Financial Advisory Committee.

### *Attendance Responsibilities:*

He or she shall:

- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

**Abstract:**

*The main responsibility of the Treasurer is directing the organization's fiscal policy and money. A budget proposal should be provided to the Board of Directors to serve as a guide for making decisions for the organization. Monitoring the disbursement of funds related to specific budgeted uses throughout the year is a useful and necessary tool for maintaining a balanced budget. A financial report should be presented to the Board of Directors for the preceding quarter of each Board meeting. In addition, an annual fiscal report should be presented to both the board and membership at annual meetings. The Treasurer should recognize the need for nondues sources of income and propose specific projects to the Board of Directors as a means to generate and obtain new sources of income. This officer must be a detail-oriented person and possess exceptional organizational skills. He or she may have other additional duties, as assigned, by the President and/or the Board of Directors. The Treasurer should also prepare a final report of the year's activities of the office and include recommendations for the following year.*

*This position will require approximately 5-10 hours a month. More hours may be required during times of membership renewal. Skills/experience needed to successfully serve in this position include the following:*

- ◆ *Prior Board of Directors or committee chair experience (recommended)*
- ◆ *Organizational Skills*
- ◆ *Is comfortable doing accounting and balancing checkbooks*
- ◆ *Detail-oriented*

*Bonus Skills/Experience*

- ◆ *Budget development Skills*