

## **WSCA Treasurer Job Description**

### **Qualifications:**

The WSCA Treasurer:

- a. Must be a member of the association

### **Term of Office:**

The WSCA Treasurer:

- a. Shall be appointed by the president
- b. Shall serve a 3-year term.

### **Role Description:**

1. Share annual budget and financial information to the Governing Board at the August meeting, including explaining reimbursement procedures.
2. Lead Finance Committee meetings prior to Governing Board Meeting.
3. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year.
4. Report association financial status at each Governing Board meeting.
5. Prepare article for Counselink about the association financial records.
6. Submit a written annual financial report to the Governing Board.
7. Prepare annual budget based on the requests of to be submitted to the Governing Board.
8. Along with the association President, review and approve the annual tax return.
9. Work with the data service company contracted with the association related to the maintenance and reporting of the association financials.
10. Review and approve and submit expenditures submitted by board members and committees to the contracted data service company for the issuance of reimbursement checks.
11. Review monthly financial statements from the contracted data service company and the association monthly bank statements.
12. The treasurer is one of the signatories on the account checking account and will sign checks and forward to other signatories.
13. Communicate with contracted data service company as needed regarding association financial issues.
14. Serve as host for conference sectionals.
15. Adhere to all deadlines specified by ASCA and/or the WSCA Governing Board

## **WSCA Treasurer TIMELINE**

**July** – Work with the contracted data service company on year end financials. Receive and review the taxes from the data service company.

**August** – Attend the WSCA LDI and share financial information with the new board members.

**September – November – January – April:** Lead Finance Committee meetings at scheduled board meetings and share financial information at the Governing Board Meeting.

**Monthly** – Receive and review reimbursement requests to the contracted data service company and sign and forward checks that you receive.

**February** – Attend annual conference and work with the contracted data service company and sign checks needed at the conference. Host sectionals at the conference.

**March & April** – Work with the committees and board members along with the contracted data service company to prepare an association budget for the upcoming year.