

## WSCA Treasurer Job Description

1. The Treasurer shall be appointed by the President with the approval of the Governing Board, and shall serve a concurrent term with the President (Bylaws 3.1.b).
2. Validate [monthly] financial statements (Bylaws 3.3.f).
3. Submit a complete fiscal report to the Governing Board as soon as possible after the close of the fiscal year, which is July 1<sup>st</sup> through June 30<sup>th</sup> (Bylaws 3.3.f).
4. Shall be an ex-officio member of the Executive Committee of the Governing Board (Bylaws 4.1.c)
5. Shall chair the Finance Committee (Bylaws 6.2.c).

### A. Duties of the Finance Committee

- i. Develop an [annual] operating budget for consideration, revision, and eventual adoption by the Governing Board (Bylaws 6.2.c)
  - ii. Implement the operation of the budget by monitoring income and expenditures, suggest financial policy statements and make fiscal recommendations to the Governing Board (Bylaws 6.2.c).
  - iii. Make the initial approval of expenditures above and beyond those approved in the budget (Bylaws 6.2.c).
  - iv. Will be primarily responsible for developing a three-year plan to reflect the needs of the Association (Bylaws 6.2.c).
6. Prepare and give a financial report update at each Governing Board meeting.
  7. Monitor present investments, submit recommendations through the Finance Committee to the Governing Board for investment of fund principal, and implement Governing Board investment decisions.
  8. Accurately process all income each year.
  9. Prepare articles for the Counselink when requested.
  10. Be responsible for a face-to-face transitional meeting with the new Treasurer where the tasks of the position will be clearly explained.

## Treasurer

<b>July</b>  Close the books for the prior fiscal year	<b>August</b>  Attend the LDI	<b>September</b>  Prepare for 1 <sup>st</sup> Finance Comm. and Gov. Board meetings  Begin processing membership checks
<b>October</b>  File Federal Tax form  Continue processing membership checks and conference exhibitor checks	<b>November</b>  Prepare for 2 <sup>nd</sup> Fin. Comm. and Gov. Board meetings	<b>December</b>
<b>January</b>  Prepare for 3 <sup>rd</sup> Fin. Comm. and Gov. Board meetings paying special attention to conference needs	<b>February</b>  Attend the WSCA Conference  Set up office at conference  Have checks available to hand write at conference	<b>March</b>  Solicit budget requests from Gov. Board for next fiscal year  Prepare draft of the budget  Hold Fin. Comm. meeting to discuss budget
<b>April</b>  Present proposed budget to the Gov. Board for approval	<b>May</b>  Work on preparing books for end of the year	<b>June</b>  Finalize closing of the books