

# ArSHA Treasurer

## DUTIES AND RESPONSIBILITIES OF THE TREASURER

### ArSHA By-Laws

#### Article V Section 3 Duties:

“H. The Treasurer shall:

- i. Serve as chairperson of the Budget Committee and coordinate annual budget planning meeting with Association accountant
- ii. Review, collate and give quarterly budget reports, provided by the Administrative Assistant and Accountant to the Executive Board, at the regular meetings of the Executive Board.
- iii. Submit a statement of the Association’s financial accounts at the Associations annual business meeting.
- iv. Perform such other duties as may be assigned by actions of the Association or the Executive Board.
- v. Seek Executive Board approval for any expenditure not contained in the Budget
- vi. Monitor and report expenditures of committees to the Executive Board.
- vii. Attend Executive Board meetings.

#### Article V Section 4 Terms of Office:

- A. Terms shall commence on the first of July following the election of the officer.
- D. The Treasurer shall be elected to a term of two years.”

#### THE FOLLOWING ACTIVITIES ARE EXAMPLES OF OTHER DUTIES THE TREASURER MAY BE CALLED UPON TO MANAGE:

- Maintain and update budget
- Review budget at executive board meetings
- Prepare annual report in spreadsheet format listing revenue and expenditures for business meeting held during convention
- Submit bank statements at executive board meetings
- Secure attendance of ArSHA president, past-president, president-elect program chair, publication chair and accountant at budget meetings to discuss ArSHA budget
- Pay all association bills and provide written documentation at executive board meetings
  - Continually update revenue and expenses in accounting software
  - Invoice vendors for advertising
  - Process payments by members and vendors
  - Deposit all revenue into ArSHA bank accounts
- Complete annual performance review for any contracted or employed staff
- Other duties as necessary

Approximate commitment of time, hours/week: 1 to 5 hours per week

# ArSHA Treasurer