

# **TREASURER**

## **Purpose:**

To maintain accurate financial records for COAHPERD.

## **Organization:**

The Treasurer shall be elected in accordance with the Constitution. He/she shall first serve a one-year internship as Treasurer-Elect and then assume office following the State Convention for a two-year term.

## **Responsibilities:**

1. Attend all Executive Board meetings.
2. Receive all monies and deposit in appropriate accounts.
3. Taxes and bills are paid within one week of receipt of invoice.
4. Collaborate with Executive Director to file budget reports for board meetings.
5. Collaborate with Executive Director to assure that all legitimate financial obligations of COAHPERD, as approved by the Board, are met in a timely basis.
6. Receive monthly bank statement, record transactions, and balance checkbook.
7. Assist with conference/convention registration with Executive Director and Convention Manager.
8. Collaborate with Executive Director to file group tax form with AAHPERD.
9. Organize yearly receipts and income each fiscal year.
10. Perform other duties as designated by the Executive Committee.
11. Submit items for silent auction and or other fundraising efforts.
12. Submit the end of the year report at the meeting prior to convention.
13. Actively engage in convention duties and responsibilities.

# **TREASURER ELECT**

## **Organization:**

The treasurer-elect shall be elected as needed in accordance with the By-Laws and serve a one-year term after which he/she shall become Treasurer.

## **Responsibilities:**

1. Attend all Executive Board meetings
2. Act for the Treasurer in his/her absence. Succeed the Treasurer in case of his/her death, resignation, or removal from office.
3. Perform other duties as designated by the Executive Committee.
4. Submit items for silent auction and or other fundraising efforts.