



TREASURER

ELECTION:

Elected by the Chapter membership at the Annual Meeting in even years for a three-year term.

MEMBER OF:

Executive Committee, Board of Directors, Finance Committee

DUTIES AND RESPONSIBILITIES:

- A. Attend Executive Committee, Board of Directors and membership meetings.
- B. Call meetings with one other member of the Executive Committee provided at least five (5) days notice is given to all members.
- C. Provide a report in writing to the Board of Directors at each meeting and to Chapter Executive Committee upon request. A written report should be made in duplicate and a copy given to the Secretary. Reports should include:
 - 1. total assets with bank balances for each account.
 - 2. income for month/year
 - 3. expenses for month/year
 - 4. income to expense ratio
 - 5. any additional pertinent activity involving the Treasurer, i.e. attending conferences, audit reports, etc.
- D. Submit an annual report to the Chapter
- E. Prepare an annual budget and conduct annual budget process.

- F. Assist in strategic planning process and update assigned tasks through the year.
- G. Confer with successor regarding outline of routine duties and transfer files.
- H. Be the custodian of all funds of the Chapter which shall be paid out only upon approval of the Executive Committee and/or the Board of Directors.
- I. Disburse Chapter funds for approved, budgeted expenses. Checks for approved expenses over \$5000 require approval and signature of the President.
- J. Corporate Charter: The Treasurer is to receive forms for filing of Annual Corporate Charter renewal from Executive Director/Administrator each year. Review, sign and attach appropriate check. Retain a copy and forward to the Tennessee Secretary of State's office by May 1st.
- K. Bonding Insurance: Bonding insurance should be carried for offices of President and Treasurer as well as any members handling finances, and the Administrator. The Treasurer should budget for bonding insurance premiums for members. Bonding insurance amounts should approximate the amount of Chapter funds accessible to members.
- L. Any two offices of President, Vice-President or Treasurer are authorized to negotiate and/or obligate TPTA to loans or other financial arrangements in accordance with budget restraints, strategic planning or other BOD action.
- M. In conjunction with the Finance Committee, monitor, update and make recommendations to BOD for investment of TPTA funds in accordance with policy adopted by the BOD.
- N. Liaison to Membership, Program Committee, Finance Committee, New Horizon and SSIG

