

Position Description

Treasurer

(Approved: April 6, 2010)

The Treasurer shall be the custodian of the Association's funds, securities, bank accounts, and financial records. It is his/her responsibility to insure that accurate records of deposits and disbursements of funds are kept.

The Treasurer shall perform the following:

- Coordinate the development of a proposed budget for the Association's Board approval.
- Prepare monthly financial reports of income and expenses for monthly Board meetings.
- Prepare an annual financial report to be presented at the Association's annual meeting.
- File the Association's income tax returns.
- Function as liaison and resource to the Finance and Reserve committees.
- Other duties as assigned.