

PENNSYLVANIA SCHOOL BOARDS ASSOCIATION



DUTIES AND RESPONSIBILITIES OF ASSOCIATION OFFICERS AND AT LARGE REPRESENTATIVES

Officer Position:	<u>Treasurer</u>
Term of Office:	<u>One-year term: January 1 through December 31</u>
Date of Last Update:	<u>Effective January 1, 2017</u>

Authority: PSBA Bylaws, Article III, Governing Board and Article IV, Officers, provides for the positions of association president, president -elect, vice president, treasurer, and immediate past president to serve as the governing officers of the Association. The following listing identifies the duties and responsibilities of this position as noted in PSBA's Bylaws, Policies, and traditional operating practices.

The treasurer shall:

1. Possess fiscal acumen and experience in finance and accounting, enabling an understanding of the association's financial issues including, but not limited to, accounting standards, financial reports, financial statements, audits, budgets, and financial record keeping requirements. (Article IV, Section 3.E.)
2. Serve as an officer of the association and member of the PSBA Governing Board. (Article IV, Section 7)
3. Serve as a member of the PSBA Executive Committee. (Article V, Section 1)
4. Attend all meetings of the Executive Committee and the Governing Board.
5. Sign all orders on the depository of the association together with the executive director, or his designee.
6. Serve as chair of the Finance Committee. (Article IV, Section 7)
7. Monitor compliance with the Association's annual budget.
8. Review major anticipated expenditures and transactions.
9. Monitor compliance with internal financial policy and financial requirements imposed by law.

10. Report to the Governing Board and the Association's membership regarding financial matters.
11. Oversee preparation of financial reporting forms including IRS 990 forms.
12. Review all external audits of the Association, both traditional financial audits and performance audits.
13. Attend the annual conference and other PSBA statewide programs, as requested.
14. At the option of the treasurer, when designated by the president, attend the NSBA Annual Convention and serve as an alternate to the official voting delegates at this convention. (PSBA Policy #804)
15. At the option of the treasurer, when designated by the president attend the Leadership Conference and Advocacy Institute of NSBA each year. (PSBA Policy #801)
16. At the request of the president, represent the Association in matters affecting the membership, other organizations and association, and perform such other duties as may be deemed necessary and appropriate. (Article IV, Section 5)
17. Accurately portray the policies and positions of the Association as reflected by the adopted resolutions and legislative proposals of the Association's membership, the Governing Board, and the Executive Committee of the Board. (Article IV, Section 5)
18. Perform the duties and functions of the president in the event the president, president-elect and vice president are unable to perform such duties and functions. (Article IV, Section 5.C.)