

# General Job Description

## Treasurer

### Basic Functions:

Serves as an elected officer, representing the membership and best interests of the association.

Maintains open communication with and exercises personal leadership in the motivation of the other officers, board members, and the membership-at-large.

Takes part in monitoring and evaluating organizational performance and effectiveness.

Is, or is willing to become, familiar with the function of Oregon PTA and National PTA.

### Duties, Responsibilities and Authority:

- Be seventh in succession to the President.
- Create an annual plan of work, with goals and actions, prior to July 1<sup>st</sup>.
- Attend all meetings of the Board of Directors, Executive Committee, Convention, and State Board workshop/training sessions.
- Study specific activities and duties of office and perform these activities and duties in a timely and professional manner.
- Serve as chair of the Budget & Finance Committee. The committee shall:
  1. Prepare an annual budget.
  2. Review FICA, Federal & State Taxes, SIF, and Corporate fees and all other reports pertaining to the finances of Oregon PTA.
  3. Provide financial education as requested and authorized.
- Assist audit committee and the CPA.
- Present written statements of account at meetings of Executive Committee, Board of Directors, and at other times as requested by the president.
- Prepare a written financial report for each Board of Directors meeting to include:
  1. Balance of budget available
  2. Budgeted and spent to date items
  3. Cash available
  4. Percentage of budget already spent
  5. Note where expenditures may need to be more closely monitored.
- Ensure posting and depositing of Oregon PTA funds, payment of bills, and reimbursements are accomplished in a timely manner
- Have a basic understanding of bookkeeping and accounting procedures.
- Evaluate, and revise state finance materials.
- Present a written report at all Board of Directors meetings and as requested by the President.
- Prepare and present a *Credentials Report* at the opening of each general session of the state convention.