

**ISA
POSITION DESCRIPTION**

SECTION TREASURER

Term of Office: 1 year; can serve successive years

Reports to: Section

General Function: Provide general supervision of Section funds and financial records.

Primary Responsibilities & Duties:

1. Establish and maintain proper accounting procedures for all Section funds.
2. Maintain Section's receipts and disbursement books.
3. Deposit receipts promptly in Section account.
4. Promptly pay properly approved invoices.
5. Provide for the custody and safekeeping of Section investments.
6. Prepare financial statements.
7. Prepare timely budget update reports.
8. Close Section books annually and submit for audit; send copy of audit report to ISA.
9. Assist in preparing the budget.
10. File required tax returns on a timely basis.
11. Facilitate smooth transition to new treasurer at end of term.
12. Supply cash change to the Membership Chairman for the monthly meetings.

Resources Available: Section Treasurer's Guide; Manual of Organization and Procedures; Former Treasurer; other Section officers; ISA Staff.

Time Commitment: 2-4 hours each week

Meeting Obligations: Section Executive Board and regular Section meetings.

Working Relationships:

1. Other Officers and Members: Interacts with all officers and members as needed to fulfill the responsibilities of treasurer.
2. Staff. Accesses staff as needed and provides essential information to staff when requested.
3. Work closely with Section Bulletin and Product Education Chairmen to insure timely and accurate deposits and deposit records.

Qualifications: Section member in good standing for at least one year. Ability to perform the necessary tasks. Willingness to assume the duties required. Well organized; a detail person.

Method of Appointment: Nominated by committee and elected by the voting members of the Section, or in accordance with the Section constitution and bylaws.