

## **South Patrick Residents Association Treasurer – Position Description**

**Authority:** Bylaws, Article VI, Section 4.

- Elected by the membership at the Annual meeting.
- Reports to the President.
- Serves a one (1) year term and may be re-elected.
- (The SPRA fiscal year is January 1 to December 31)
- Is one (1) signatory authorized to sign checks on behalf of the corporation.
- In case of a vacancy, the President will appoint a new Treasurer.

**Duties:**

1. Assist the President as called upon.
2. Oversee all funds and securities of the Corporation.
3. Collect and deposit all funds of the Corporation.
4. Establish and maintain bank accounts, checking, savings or money market accounts and reconciling these accounts when statements are received.
5. Authorized to sign checks for the Corporation when authorized by the President in accordance with the approval of the Board of Directors.
6. Disburses funds as directed by the President for the Board of Directors.
7. Maintain up to date books for all accounts held by the corporation.
8. Prepare and provide written Treasurer's reports for meetings of the Corporation.
9. Provides an audit or review of the financial records as requested by the President, but not less than every 2 years.
10. Provides membership email information to the Data List Coordinator to keep the data list current.
11. Prepare an annual budget for the Board of Directors to review and present at the Annual meeting for approval.
12. Validate membership eligible to vote at the Annual meeting.