



## **Secretary - Treasurer**

Position Title:	Secretary - Treasurer
Basic Function:	Ensures the integrity of the fiscal affairs. Makes certain that records are maintained for board meetings.
Term:	The Secretary - Treasurer serves for a two-year period.
Responsibilities:	<p>Serves as member of the board, executive committee and chair of the finance committee.</p> <p>Ensures that the organization maintains accurate financial records.</p> <p>Reviews financial status on a regular basis to guarantee fiscal integrity.</p> <p>Makes certain that financial reports are submitted to the board of directors and executive committee on a timely basis.</p> <p>Has signing authority on behalf of the board for financial matters.</p> <p>Oversees the annual budget and audit process and ensures tax forms are submitted on time.</p> <p>Maintains Trust Agreement and minutes for all board meetings.</p> <p>Adhere to the general duties outlined in the board member job description.</p>
Minimal Job Requirements:	<p>Demonstrated commitment to the goals and objectives of the organization. Record of support for the organization by contributing both financially and with time.</p> <p>Demonstrated leadership which will enhance the organization's image in the general public.</p>

Record of experience as a volunteer leader with responsibility in one or more major functions of the organization.

Willingness and ability to represent the organization in the industry and outside of the industry.

Six hours per month to contribute as leader of the organization.