

## **TREASURER/SECRETARY**

Elected by the membership for a term of (2) years and until successor has been duly elected or installed:

### **CHARTER AND BY-LAWS ENABLING BASIS:**

Charter, Article V: Section 1-2	(The Treasurer is an officer of TRPA)
Charter, Article VI: Section 1	(Member of executive board, voting privilege)
By-laws, Article V: Section 6	(Duties)
By-laws, Article VII: Section 14	(Active member of the Personnel Committee)

### **DUTIES AND RESPONSIBILITIES:** (from By-laws and Charter)

- Approve all disbursements upon prior authorization of the Association and in accordance with the Association budget (in conjunction with the Executive Director)
- Serve as active member of the Personnel Committee
- Type minutes using guidelines from Robert's' Rules of Order, 1990 Edition

### **OTHER DUTIES:**

- ◇ Work with Ways & Means committee to develop revenue generating programs for the association.
- ◇ Work with Ways and Means Chair to ensure balanced budget
- ◇ Assist Executive Director to ensure professional annual audit
- ◇ Conduct monthly bank reconciliation's
- ◇ Prepare a monthly analysis of the financial statement for the Budget and Audit Chair and present analysis at each executive board meeting
- ◇ Present a financial report to the general membership at annual meeting
- ◇ Assist board members in preparing annual budget
- ◇ Meet with the Annual Conference Chair and Executive Director prior to the Annual Conference to plan and assure the proper collection and accounting of all Conference funds.
- ◇ Prepare Annual Conference financial report after each Annual Conference
- ◇ Reference is hereby made to the Budget and Financial Procedures forms and policies
- ◇ Attend all board meetings
- ◇ Submit news or articles to Association magazine
- ◇ Submit goals and objectives for the year by the President's Assembly
- ◇ Review entire Board Manual for thorough understanding of Association goals and procedures
- ◇ Submit an annual report to President prior to annual meeting

### **GUIDELINES:**

- ◇ Minutes should contain mainly a record of what was done at the meeting, not what was said by the members
- ◇ The first paragraph of the minutes should contain the following information (which need not be divided into numbered sections):
  - The kind of meeting, regular, special, adjourned regular or adjourned special
  - The name of the society or assembly
  - The date and time of the meeting, and place
  - The fact that the regular chairman and secretary were present or, in their absence, the names of the who substituted
  - Names of persons in attendance.
  - Whether the minutes of the previous meeting were read and approved - as read, or as corrected - the date of that meeting being given if it was other than a regular business meeting
- ◇ The body of the minutes should contain a separate paragraph for each subject matter
- ◇ In the case of all important motions, the name of the mover should be listed

- ◇ The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly
- ◇ The last paragraph should state the hour of adjournment
- ◇ When a count has been ordered or the vote is by ballot, the number of votes on each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering "Present" should be entered. If members fail to respond on a roll call vote, enough of their names should be recorded as present to reflect that a quorum was present at the time of the vote
- ◇ Motions and directions given to committees or staff should be reflected verbatim.
- ◇ The name and subject of a guest speaker can be given, but no effort should be made to summarize their remarks
- ◇ The minutes of each meeting are normally read and approved at the beginning of the next regular meeting (or can be mailed) These are approved immediately after the call to order and any opening ceremonies
- ◇ Corrections, if any, and approval of the minutes are normally done by unanimous consent. The chair asks for reading of the minutes, asks for any corrections, then declares the minutes approved or changes to make and then approves. The minutes do not need to have a motion made to accept them, the President just states that they are approved
- ◇ Committee reports and District reports need not be included in the minutes. Reports can be turned in and placed on file in the Executive Office