

Duties of the Treasurer - Elect

1. Attend spring THOA, Inc. Board of Directors planning meeting.
2. Attend summer Professional Development Conference and THOA, Inc. Board of Directors meeting immediately preceding the summer conference.
3. Assist the treasurer in maintaining financial records for THOA, Inc.
4. Assist in record keeping for summer Professional Development Conference.
5. Communicate on a regular basis with the treasurer.
6. Compile a notebook of all duties performed and paperwork received during your term of office to be passed to the incoming treasurer-elect.

**This is a three year commitment: One year as Treasurer-Elect and two years as Treasurer **

**One year advance notice required of intended resignation **

Board members are required to attend all board meetings unless there are extenuating circumstances, which will be reviewed by the board. Board members should make arrangements for their duties to be carried forward. Notify the President if unable to attend a board meeting as soon as possible.