

Duties of the Treasurer

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. Maintain financial records for THOA, Inc. on computer and send all monthly THOA account register reconciliations to Executive Director.
4. Enlist the services of an accountant to file the annual income tax forms and audit/review THOA, Inc.'s financial records for the fiscal year ending during his/her term of office.
5. Assist in organizing and setting up registration at Summer Professional Development conference.
6. Be responsible for collecting THOA dues and for the disbursement of all dues to the appropriate agencies.
7. Be responsible for payment of expenses occurred by THOA, Inc.
8. Facilitate the transfer of bank signature cards per bank policy for new officers.
9. Send W-9 forms to all school districts requesting them.
10. In cooperation with Executive Director, purchase all supplies related to membership – membership cards, NCR membership applications and THOA ribbons.
11. Maintain communication with president and treasurer-elect.
12. Provide copies of completed membership applications to Executive Director to use in setting up e-mail communication with members and maintain years of membership database.
13. Compile a notebook and zip drive of all duties performed and paperwork received during term of office to be passed to the incoming treasurer.

****This office requires a two year commitment ****

****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.