

Secretary/Treasurer Position Description

Term: Two (2) year, commencing upon installation every other year.

Serves as Board Liaison to: Communications Committee

Serves as Chairperson of: Membership Committee

Additional Responsibilities:

1. Solicit budget requests from Officers, Regions, Sections, Committees and Task Forces in accordance with the Annual Operations Calendar to draft the Annual Budget for approval and implementation.
2. Oversee all revenue and expenditures to ensure compliance with the approved Annual Budget and other fiscal policies.
3. Oversee all association investments and propose changes to the Executive Committee on an as needed basis.
4. Ensure office and all volunteers are operating within fiscal policies.
5. Conduct an external audit at five-year intervals, or upon change in management structure.
6. Monitor monthly association financial activity by review of materials provided by the office.
7. Provide a financial report at each Board meeting.
8. Serve as Parliamentarian at all WPRA Board meetings and the Annual Meeting.