

ABOS Treasurer

ABOS Treasurer is elected for a two year term of office and is limited to three consecutive terms.

1st year – Treasurer

2nd year – Immediate Past Treasurer

Position Overview:

- Serves as a member of the ABOS Board of Directors.
- Attends monthly ABOS board meetings via conference call as scheduled by the president and prepares financial report for board meetings.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Serves on both the Finance Committee and the Long Range Planning Committee.
- May be asked to serve on other standing or ad hoc committees.
- Receives complimentary registration to the annual ABOS conference plus a \$300.00 travel reimbursement (*subject to change*).

First year typical duties:

- Keeps the financial records of ABOS.
- Works closely with the ABOS fiscal agent Amigos Library Services (*subject to change*).
- Reviews the fiscal agent's statements each month, and helps members with inquiries about membership status.
- Maintains ABOS checking account and writes checks for ALA membership dues, ALA travel reimbursements, tax filing fees, etc.
- Prepares a report each month for the board, and posts this to the ABOS Board Google docs (*subject to change*).
- Prepares a year-end financial report.
- Assists the President with preparing an annual budget.
- Prepares the Illinois Charitable Organizational Annual Report and the State of Illinois Not for Profit annual report.
- Works with the fiscal agent and an auditor on the year-end financial review, and makes sure that the ABOS tax return is prepared and submitted to the IRS.
- Monitors the ABOS Treasurer Gmail account.
- Other duties as assigned.
- Commits an average of 2 hours per week to ABOS business.

Second year typical duties (if serving as immediate past treasurer):

- Attends monthly ABOS board meetings via conference call.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Provides advice and institutional memory to the current treasurer.

Prepared by W Ramsey 7/24/12

Revised by M Buckner 9/18/12