

Administrative Treasurer Job Description

The Administrative Treasurer ensures that the ROSC funds are properly safeguarded and maintains such financial records as will reflect cash on hand, receipts, and disbursements.

BOARD REQUIREMENTS

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, luncheons, socials and all other ROSC sponsored functions.
- Informs the First Vice President if unable to attend a Board Meeting.
- Prepares a written report summarizing what happened during the month, including monthly expenses
- Maintains a notebook as outlined in Board Procedures
- Hosts a Budget Committee meeting in February.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

RESPONSIBILITIES

1. Ensure the annual IRS returns coordinate with account in June to ensure that financial records are audited and that annual IRS returns are filed as required by law. Attach copy of current Constitution and Bylaws, if changed since last filing.
2. Coordinates with other members of the Board as to proper handling procedures.
3. Ensures administrative financial records are in order and presents monthly financial statements at monthly Board meetings.
4. Provides interim budget report at the January Board meeting and an annual report at the June Board meeting.
5. Responsible for ROSC Administrative checks. Authorized checking signatures will be two of the following: President, First Vice President, or Administrative Treasurer.
6. Holds a Budget Committee meeting in February to prepare budget proposal to be voted on at the April Board meeting and presented and discussed at the April membership meeting.
7. Budget must be posted for at least 21 days (by current Bylaws) Budget is then voted on at the May membership meeting.
8. Responsible for making funds available during extended absences (one week or more) and coordinates with the President or First Vice-President.
9. Serves as member of Constitution and Job Description Review Committees
10. Following the ROSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all

paperwork, notebooks and any additional materials to their successors at this meeting.

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