

SECRETARY-TREASURER

Purpose: Ensure the integrity of fiscal affairs of the Association.

Specific Duties and Responsibilities:

- Serve as a member of the Board of Directors and the Executive Committee.
- Ensure that the Association maintains accurate financial records.
- Review Association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- Assist with the preparation of the annual budget.
- Review the proposed budget and financial reports with the corporate executive officer, and submit them to the Executive Committee and the Board of Directors.
- Ensure the financial accounts of the Association are submitted for an annual audit.
- Perform duties and attend team meetings assigned by the president.
- Assist the president-elect and team chairs and vice chairs in the preparation of the team's proposed program packages for the following year.
- Serve as an ex officio member of the Strategic Planning Team.

Reporting: To the president, Executive Committee and the Board of Directors

Staff Liaison: Chief Executive Officer