



## **JOB DESCRIPTION**

### **WISPAN TREASURER**

Job Reports to: President/Board of Directors

Date Written: 1988

Date Revised: 3/1991, 1/1999, 8/1999, 3/2004, 5/2011

#### **Primary Purpose of the Job:**

The Treasurer receives, disburses, manages and accounts for the funds, assets and securities of the Society as directed by the Board of Directors.

#### **Prerequisites:**

1. Active ASPAN/WISPAN membership.
2. Two years active ASPAN/WISPAN membership
3. Basic computer knowledge and ability to work with spreadsheets.

#### **Specific Job Duties and Responsibilities:**

1. Serve a three year term.
2. Keep an accurate account of funds, assets and securities of WISPAN and present a report at the business meetings of WISPAN and the Board of Directors.
3. Deposit all monies in the name of WISPAN in a federally insured bank.
4. Monitor all expenditures, including committee expenditures, and initiate proper requests and action for approval of unbudgeted expenses that exceed budget limits.
5. Compile financial statistics relating to WISPAN seminars (income/expenses), and present a report to the Board of Directors at the next scheduled meeting.
6. Assist Board of Directors' members, officers and chairpersons with proper reimbursement proceedings.
7. Institute and follow through on all financial policies and procedures as approved by the Board of Directors.
8. Assume secondary level of responsibility as directed by the current President.
9. In the fall of each year, electronically present a preliminary budget for the upcoming year to the Board of Directors, Web Master and Awakening Editor and



- request suggested changes in budget amounts from them to be included in the following year's budget.
10. Present revised budget for the upcoming year to the Board of Directors at the Winter Board of Directors meeting for final approval.
  11. Coordinate and supervise all matters concerning the fiscal affairs of WISPAN and  
assure that the financial records are audited annually at the close of the fiscal year.
  12. WISPAN is a professional organization so is exempt from filing Federal Income Tax  
unless WISPAN takes in more than \$25,000.
  13. Perform other duties applicable to the office as prescribed by the parliamentary authority of WISPAN.