

TREASURER

The Treasurer is elected by the membership, serves for two (2) years, and is the chief financial officer of the Oregon Academy and a voting member of the Executive Board.

QUALIFICATIONS

- Member of the Academy and the Oregon Academy in the Active, Life or Retired category.
- Active in the Oregon Academy and/or district associations
- Experienced in budgeting, fiscal planning and management
- Computer skills including Microsoft Excel and Word
- Able to donate adequate time to perform the responsibilities of the office

RESPONSIBILITIES

- I. Attends all Oregon Academy Executive Board meetings (if unable to attend, appoints a proxy).**
- II. Maintains custody of all funds of Oregon Academy**
- III. In conjunction with the Oregon Academy Office, monitor full and accurate financial records**
 - A. Assure that the expense reimbursement form is available for submission of all reimbursable expenses.
 - B. Review and sign checks sent by the Oregon Academy Office. Mail signed checks to appropriate persons.
 - I. If travelling or unavailable to sign and mail checks within 3 business days of receipt, notify the Executive Office. Checks will temporarily be mailed to the Oregon Academy president for signing/mailing.
 - C. Assure that the Oregon Academy Office retains financial activities reports, budget, summary of financial reports for Oregon Academy meetings and Year-to-Date reports for seven (7) years.
 - D. Assure that the Oregon Academy Investment and Reimbursement Policy is followed.
 - E. Review monthly Administrative hours report and discuss with the Admin office and president if needed.
- IV. Serves as Finance Committee Chair – see Finance Committee description (Refer to Policy and Procedures section)**
- V. Report the financial status of Oregon Academy to the Executive Board and the members**
 - A. Submit a financial report (in collaboration with the Executive Office) to the Executive board at each Executive Board meeting.

- B. Provide a financial report at the General Business Meeting at the Oregon Academy Educational Conference.
- C. Publish appropriate financial news in the Oregon Academy newsletter.
- VI. Assure that Oregon Academy Office pays all annual fees as they become due**
 - A. Incorporation fee
 - B. Filing fee with annual report to Oregon Department of Justice
 - C. Liability insurance
 - D. P.O. Box
- VI. In conjunction with the Oregon Academy Office, sign and file taxes (or assure that taxes are filed) by established deadline(s)**
 - A. IRS classification of Oregon Academy is "501 C-3"
 - B. IRS classification of the Academy is "501 C-6"
 - C. Federal Tax Identification number for Oregon Academy is 93-6035883