



Job Description COUNCIL TREASURER

- Attends all Executive Committee meetings, Board of Directors meeting and General Membership meeting.
- Executive officers *must* attend one annual training event and, if able and financially possible, the WSPTA leadership conference, Focus Day, Convention and Region 6 Conferences.
- Be familiar with the Council Standing Rules, Budget, Programs, Policies and Procedures.
- Support the decision of the Board. This means, despite any personal feels you might have, once the Board has voted you are ethically obligated to support that decision. One can go on record as disagreeing with the Board's position, but must still abide by the decision.
- Maintain confidentiality of the Board's session, speak for the Board or organization only when authorized to do so.
- May have to Chair ad hoc committee if considered essential to the council.
- Reconcile council bank accounts monthly.
- Maintain council CD and work with the Board to make renewal decisions.
- Create monthly financial statement to present to Executive Committee, Board of Directors and General Membership.
- Receives all monies collected by the council and deposits into the bank account in a timely manner.
- Reimburse any monies to individuals, groups, companies upon receipt of authorized Request for Reimbursement form.
- Work with Council officers and committee chairs to track income and expenses for their respective budget line items.
- Send out "Receipt Letters" for all individual or corporate monetary donations (no Local Unit donations) received and in-kind donations upon receipt of an *In-Kind Receipt Request*.
- Chair Budget Committee.
- Maintain one copy of the Shoreline PTA Council Legal Documents book, which shall include but not be limited to:
 - Bank Account information, including current signature card
 - Original CD and information
 - Originals and Safe Deposit Box signers
 - Original Washington State Corporate License, including Articles of Incorporation and renewals.
 - Original IRS Determination Letter

- Original Washington State Charitable Solicitations documents and renewals
 - IRS 990 Filing documents
 - Any Council Contract, including Building Use Permits
 - Certificate of Insurance.
- Prepare the Shoreline PTA Council books for a mid-year and end of the year audit.