

Sun Region

Job Description:

Treasurer

The Treasurer shall:

- 1 be elected for a three year term of office;
- 2 abide by the EGA, Inc. "Chapter/Region Financial Guidelines" (updated 4/2012 – see Tab E);
- 3 be familiar with the bylaws, policies and procedures of the region and national EGA;
- 4 serve on the executive committee and the region board of directors;
- 5 serve as chairman of the finance committee;
- 6 prepare budget for board approval (must be distributed 30 days prior to the Annual Meeting, usually in that meeting's *Call to Meeting* document);
- 7 keep accurate records, using appropriate forms, of all financial transactions;
- 8 make timely deposits to appropriate accounts of all monies received;
- 9 write checks for authorized expenditures in a timely manner;
- 10 send copies of all correspondence of importance to the Region Director;
- 11 assist chapter treasurers and region seminar treasurers, as needed;
- 12 promote effective communication through prompt responses (e-mail or telephone) of inquiries and ongoing business. Keep executive committee and board members apprised of important information in a timely manner;
- 13 select a region member familiar with the files to be called in case of personal emergency.

14 Reports:

- prepare an Annual Financial Report each year, sending copies to EGA, Inc. headquarters by the 15th of February;
- submit cash balance reports for inclusion in the Sun News current through the end of the previous month;
- submit quarterly reports and balance statements to the Region Director;
- present a financial report at each region meeting current through the end of the previous

month;

- present books for audit annually during the period between the close of the fiscal year and the submission of the Annual Financial Report to national headquarters;
- submit required forms to the State of Florida by May 15th to maintain non-profit status;
- submit quarterly sales tax forms to FL Dept of Revenue (DOR);
- monitor validity of the region's *Consumer's Certificate of Exemption*;
- report the official IRS mileage rates for business and charitable activities to the Board of Directors;
- file annual report with State of Florida Division of Corporations by May 1 (note—this *is* a financial report).

15 **End of Term**

- mentor successor and transfer all books and records in good order and prompt manner, to successor, accompanied by a report on current activities and needed follow-up action;
- transfer all books and records to successor after the audit following term of office;
- obtain new signature cards for all accounts and give them to successor.

16 **Beginning of Term**

- update appropriate forms (Chapter Dues Report, Monies to Treasurer, Donations in Kind, and Request for Reimbursement) in the Rep. Notebook with your name, address, etc.

17 Maintain the financial archives in good condition.