

**Southeastern District**

**Job Description**

**Title:** Treasurer

**Term:** 2 years

**Election year:** May, even years

**Voting Member of SED Executive Committee:** Yes

**Voting Member of the SED Board of Directors:** Yes

#### Replacement if vacated: To be filled by appointment by the SED Executive BOD for the unexpired term

**General Summary**

Develop annual budget, advise the executive board on financial matters, administration of all funds for the district; process all income sources to the District, issue invoices for the District, Responsible for the production of complete and accurate financial records for the District.

**Principle Duties and Responsibilities:**

* The Treasurer will advice the executive board on financial matters and will keep the executive board informed of income, expenses and current account balance. Please note that *Out of budget expenses* must be approved by a majority vote during the executive SED meetings.
* The Treasurer will develop, in conjunction with all members of the executive SED board, an annual budget with all planned activities outlined and subdivided by the respective executive board member (i.e. specific budget for 2nd vice-chair with all planned activities, etc). The SED budget is set for one calendar year (beginning in January and ending in December) and must be submitted for review and approval to TPTA 6 months in advance. The budget will be completed during the summer SED executive meeting session.
* The Treasurer is responsible for administration of all funds of the district by assuming the sole responsibility to complete district expense vouchers for re-imbursement (see *SED Expense Voucher Template*). The voucher should include the specific sub-account, recipient of the voucher and the total amount to be issued. The processing should take 1-2 weeks for complete re-imbursement.
* The treasurer is responsible to process all income sources to the district and route them to our district account held at the chapter office in Austin (see *SED Expense Voucher Template*)
* The treasurer is responsible to issue invoices on behalf of the SED.
* The Treasurer shall be responsible for the production of complete and accurate financial records which may be audited by a professional auditor. All financial records must be kept for 7 years and will be passed to the acting treasurer

**Requirements and Skills**

* Active member for one year preceding election
* Good organizational skills
* Good communication skills

**Additional Responsibilities:**

* Coordinate with the sponsorship committee in order to coordinate fund raising activities for the SED.
* Attend monthly SED BOD meetings
* Attend monthly SED meetings
* Attend State BOD meetings as requested by chair

By my signature below, I acknowledge receipt of this Job Description.

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Officer Date