



Treasurer

Qualifications (per *WSPTA Uniform Bylaws Article 7, Section 3*)

- Must be a member of a local PTA.
- Shall have served on the WSPTA board of directors for at least one year or as a local PTA or council officer for at least three separate years.

Basic Functions

Serves as an elected officer, representing the entire membership and the best interests of the association. Maintains open communication and exercises personal leadership in the motivation of other officers, board members, and the membership at-large. Participates in monitoring and evaluating organizational performance and effectiveness. Works in partnership with the staff members.

Duties, Responsibilities, and Authority

Consistent with the Articles of Incorporation, WSPTA Uniform Bylaws, WSPTA Strategic Plan, WSPTA Policy Manual, and WSPTA Board of Directors Handbook, the treasurer:

- Attends all meetings of the board of directors and executive committee, as well as convention, board retreat, board education workshops, leadership conference, legislative assembly and other WSPTA events as requested by the president.
- Provides leadership education as requested and authorized. Presents at region conferences and PTA and the Law trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the WSPTA Strategic Plan. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.

- Provides written and oral reports to the board.
- Acts as a support mentor to other board members as assigned by the president.
- Serves as chair and attends committee meetings of the corporate finance committee (CFC).
- Provides oversight for the resource development chair and committee, may serve as chair.
- Supports the reviews and updating of all finance/treasurer handbooks, publications, resources, and trainings as requested by the leadership director, communications chair, and/or president.
- Supports the creation of finance-related communication content for Leadership News, social media, Membership News, and any other communication channels.
- Responsible for providing input on updating content area webpages. Works with communications committee and staff.
- Serves as WSPTA's whistleblower compliance officer.
- Performs weekly billing tasks.
- Manages staff payroll.
- Performs monthly reconciliations on bank and credit card accounts.
- Reviews financial information and provides monthly financial reports to the CFC and board of directors.
- In collaboration with the CFC, submits for adoption a proposed budget at the pre-convention meeting of the board of directors. Re-evaluates the budget as needed and submits a mid-year proposed budget revision at the winter meeting of the board of directors.
- Along with the president, is a signer on all banking and credit card accounts.
- Tracks board volunteer hours.
- Approves all expense reimbursements of volunteers for payment.
- Approves region and event budgets submitted by region directors.
- Meets annually with the WSPTA audit firm and presents results to the CFC and board.
- Receives updates on the association's investments from the investment adviser at least annually.

Relationships

- Responsible to the board of directors and to the membership for ensuring that programs and policies of the association reflect the needs of the association.

- Consults regularly with the executive committee and members of the board of directors.
- Consults with WSPTA staff as needed.
- Consults regularly with the corporate finance committee.