

IARP WA CHAPTER BOARD OF DIRECTORS POSITION DESCRIPTION:
SECRETARY/TREASURER

1. SECRETARY SUMMARY

Directs and/or performs the administrative and record-keeping functions for the chapter.

PRINCIPAL RESPONSIBILITIES

- Take minutes, including attendance, of chapter board meetings. Collect and maintain written reports at all chapter board meetings.
- Distribute minutes to chapter Board of Directors for corrections and verification prior to next scheduled board meeting.
- Take minutes of any other official chapter meetings including teleconferences.
- Maintain chapter board member roster and contact information.
- Submit any relevant documentation to headquarters to be posted on the chapter website, including but not limited to:
 - Board meeting minutes
 - Board member roster and contact information
 - Chapter newsletters
 - Changes in chapter bylaws
 - Chapter events, articles, publications, announcements, training opportunities and/or relevant material when approved and directed by the board
- Maintain communication with headquarters to coordinate and oversee chapter website management and updates.
- Archive and maintain past chapter minutes, newsletters and written reports. These documents may be held electronically. Electronic documents must be held with appropriate external recovery backup system.
- Secure and arrange for a board meeting space that is accessible and accommodates members who may attend in person or by telephone.
- File yearly with the state of Washington Secretary of State office the Nonprofit Corporation Annual report and any amendments to the chapter's Articles of Incorporation.

2. TREASURER SUMMARY

Direct and/or perform financial and banking record-keeping functions for the Chapter.

PRINCIPAL RESPONSIBILITIES

- Establish and manage bank account(s) approved by the Chapter executive committee.
- Adopt the calendar year as a fiscal year or as otherwise directed by IARP Headquarters.
- Record all banking transactions using acceptable business and financial procedures and a bookkeeping system such as Quicken or QuickBooks.
- Issue checks or use bank debit card to pay all approved Chapter expenses, donations or sponsorships.
- Collect payments and make bank deposits into the Chapter bank account(s) related to chapter activities, such as conference fees and sponsorships.
- Review, reconcile and balance monthly bank statements.
- Note any financial anomalies and bring them to the attention of the Chapter President and, if appropriate, to the Board of Directors.
- Analyze and alert the Board of Directors to financial implications of proposed policies and/or motions.
- May compile reports to show statistics, such as income and expenses, profit and loss, or other items pertinent to Chapter operation.
- Prepare and submit a financial statement and balance sheet for the preceding fiscal year to IARP Headquarters in a format and by a certain date that complies with Headquarters policy.
- Insure that the Chapter complies with IRS filing requirements consistent with Section 501 (c) (6) of the Internal Revenue Code as it now exists or as hereafter amended (the "Code").
- Perform other responsibilities as requested or required.