

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION, RECREATION AND  
DANCE

1.5

Treasurer Operating Code

01-07-2014

I. Treasurer

A. Qualifications - Graduation from high school, and experience in performing accounting clerical work; or any combination of education and experience that would provide the following knowledge, abilities, and skills:

1. Knowledge of accounts maintenance procedures; of modern office practices and procedures; of standard technology including desktop PCs, office software, scanners, printers, photocopiers, and facsimile machines; of basic business correspondence styles
2. Ability to post and maintain accounts (both day to day and investment)
3. Ability to process varied accounting transactions and reconcile accounts (including tracing errors and resolving discrepancies)
4. Ability to search for select, compile, and summarized data
5. Be able to maintain confidentiality, work independently, and prioritize job responsibilities
6. Good human relations and interpersonal skills
7. Willingness to travel and present financial reports to groups
8. Ability to store and process all VAHPERD information
9. Willingness to devote year-round flexible time to the position.

II. TERMS OF EMPLOYMENT

The Treasurer is selected/hired by the Board of Directors and shall have a contract term from June 1<sup>st</sup> to May 31<sup>st</sup> for a three-year term. The Treasurer will be evaluated annually. The contract can be terminated by either party with 60 days written notice. The Treasurer will provide the Board of Directors with transparent access to the electronic records for all financial accounts. The primary job responsibilities include managing the finances, maintaining an up to date inventory of materials and equipment, and overseeing organizational investments.

III. ORGANIZATION

The Treasurer is a paid employee with travel reimbursement, as approved and budgeted by the Board of Directors.

IV. HIRING PROCESS

A. Search

1. The Executive Director will post the position for potential candidates no less than two weeks.
  2. In addition, the Executive Director will send an email via the listserv to members and ask them to share with potential candidates who are qualified to initiate and support the search for a Treasurer.
  3. President will appoint an adhoc committee consisting of representation from each division that will determine interview questions, review resumes, conduct initial interviews, and present the top three candidates for BOD review, interview, and approval.
- B. The Vice Presidents on the Board will present qualified candidates to the Board of Directors for a final decision.

## V. EVALUATION PROCESS

### A. Annual Performance Review

Members of the Board of Directors will complete an annual performance evaluation from each spring. It shall be the responsibility of the President to assure that the evaluation is conducted in a timely manner. The President and Past-President will compile the evaluation summary report and will present it to the Treasurer and the Board of Directors at the summer meeting. The Treasurer will have an opportunity to respond to the evaluation summary report.

### B. Termination

The Treasurer may be terminated from the position prior to the expiration of the three-year term if there is failure to meet the obligation and duties listed in the Operating Code. Removal of the Treasurer prior to his/her three-year term will require a two-thirds vote of the Board of Directors.

## VI. RESPONSIBILITIES

### A. During the year

1. Be available to attend or participate in all Board and Executive Committee meetings and meetings called by the President.
2. Assist the President in communicating Association business and timelines related to financial matters.
3. Respond to all communications in a timely manner (within 5 business days).
4. Maintain;
  - a. File system of all financial transactions.
  - b. Inventory of materials and equipment
  - c. Financial records for the annual audit, reports to the Board and Representative Assembly, and special requests.
5. Make appropriate investments of Association assets as governed by the Investment Policy in conjunction with the Finance Committee and the Executive Committee.

6. Receive and deposit all funds. Prepare and assign all payments using appropriate operating procedures.
  7. Provide updated financial reports to the Website Coordinator within 30 days of the approval by the Board of Directors and notify the Board of Directors when the new/revised documents are uploaded to the VAHPERD website.
  8. Submit a financial report 30 days prior to every board meeting to the Executive Director and the Website Coordinator.
  9. Submit a monthly expenditure report to the Executive Committee, Finance Committee members and any board member who requests the information. This should include banking statement, reconciliation summary, transaction by detail, monthly investment statement, quarterly investment statement
  10. Work with the Finance Committee and the Executive Committee to prepare the budget for the spring Board meeting by providing both committees with current year's budget and any other financial information requested.
  11. At least twice a year, send a report via the listserv to the membership that provides the profit and loss budget vs. actual.
  12. Solicit input from the membership on the budget.
  13. Prepare a financial report for the previous year that will be submitted to the website coordinator by June 30<sup>th</sup> so that the information can be uploaded to the VAHPERD website prior to the summer Board meeting.
  14. Compile materials for an independent audit and have an accountant prepare IRS 990 forms each June.
- B. Before each Board and Representative Assembly meeting, prepare;
1. The necessary financial report
  2. Up to date financial data, and
  3. Other information as requested by the Board of Directors.
- C. Before the annual VAHPERD Convention
1. Assist with convention planning by Executive Committee
- D. At the annual VAHPERD Convention
1. Brief all personnel on procedures for membership and registration
  2. Work with the Executive Director to collect all revenue as well as registration and membership materials at the end of each daily and prepare a daily tally on appropriate forms.
- E. After the annual VAHPERD Convention
1. Prepare and send financial report to the Board of Director, Representative Assembly, and the Web Site Coordinator by the January Board Meeting.