

Treasurer

1. **Purpose:** Serves as the principal financial officer of the Society.
2. **Term of Office:** Two years. Elected during odd-number years.
3. **Voting Status:** Voting member.
4. **Major Duties/Responsibilities:**
 - A. Attends four Executive Board meetings and the Annual Business Meeting and presents written and verbal reports on activities at the meetings.
 - B. Establishes and/or maintains bank accounts, including checking, savings, certificate of deposits and other financial accounts for SGA. At the beginning of new treasurer's term, files new signature cards. When a new president is elected, coordinates the filing of a new signature card with the bank.
 - C. Pays bills, reimburses expenses, and deposits income and keeps accurate financial records of the organization. Cashes all checks written to SGA within 30 days of receipt to SGA PO Box.
 - D. Suggests, when appropriate, transfers of monies from checking to savings or other accounts.
 - E. Prepares financial reports that include receipts, disbursements and scholarship and award funds. Prepares the annual financial report in January and submits it to the president and the SGA Newsletter Editor for inclusion in the March issue of the newsletter.
 - F. Solicits budget requests from Board members and committee chairpersons prior to December 1. Develops annual budget prospectus and submits it to the Executive Board at the January meeting. Monitors the budget through its implementation.
 - G. Keeps up with current balances the Carol Hart, Larry Gulley, and Edward Weldon Scholarship funds and the David B. Gracy III award.
 - H. Forwards to the SGA Archivist any non-current files and turns over the current files to the incoming Treasurer.
5. **Approved by the Executive Board:** November 7, 2001