



## Treasurer Responsibilities & Qualifications

### **Roles and Responsibilities**

- Bonded signatory on checking account for the association; and will authorize and sign all outgoing checks under \$500.00. All checks over \$500.00 will require presidential written, e-mail or faxed approval.
- Will serve on the Budget Committee.
- Collaborate with Financial Advisor and Accounts Receivable/Clerk to prepare and submit financial records to the Executive Committee and the Board of Trustees at all official meetings and as the President may direct.
- Provide reimbursement, tax exempt and any other financial forms developed and/or necessary for fiscal accountability of the association.
- Monitor the fiscal well being of the organization.

### **Nominee Qualifications and Requirements**

- Must be a member in good standing of the association
- The candidate for Treasurer should have a thorough understanding of the inner working of NYSATA
- Nomination Form is complete
- Two Letters of Recommendation
- Resume
- Candidate's statement
- Photo