**OFFICE: Treasurer**

TERM: One year. Commencing at Transition Meeting or July 1, whichever comes first

FUNCTION: Serve as a member of the Board of Directors and participates in the decision making process of the Board. Perform duties associated with the payment of funds and related duties. Facilitates the training of the Treasurer Elect.

TIME COMMITMENT: Five to ten hours per month

COMMITTEE LIAISON: Fiscal Planning and Development Committee

MEMBER ON: Fiscal Planning and Development Committee

RESPONSIBILITIES: Disburse Association funds throughout the year and during any Association sponsored project/activity (i.e. conferences, functions, etc.).

Maintain adequate and appropriate records of all transactions including expense accounting for all committees and task forces.

Prepare the annual filing of tax records and either performs the filing or recommends to the Board an agency to produce the tax filing.

Assist the Executive Board with the formulation of an annual budget, recommending financial policies and fund raising strategies.

Process claims for reimbursements and verifies all required documentation and signatures are included prior to disbursal of reimbursement.

Provide, at least one (1) week prior to each Board meeting, monthly reports of all income and expenses, by committee, to each Board member and each Committee Chair/Co-Chair. Upon request, will provide such reports to any individual from a member institution.

Collect and reconcile credit card receipts from the President and President-Elect and any other Board Member or Committee Chair selected at the discretion of the President each month end and reconcile the organization’s bank accounts.

Maintain and retain, for a period of five (5) years, all invoices, reimbursement claim forms, cancelled checks, contracts, financial reports, tax returns, bank statements and other such documents pertaining to receipt and reimbursement of funds.

Surrender such records as indicated above at the close of their term of office to the incoming elected Treasurer.

Utilize established software and formats for report presentation and tracking and advises Board on required updates to software and form recommendations.

Oversee the duties of the Treasurer Elect and facilitates the training of the Treasurer Elect so they can transition into the Treasurer position after the completion of their one-year term.

OTHER ASSIGNED DUTIES: Perform other duties as assigned by the President or delegated by the Board of Directors.

**OFFICE: Treasurer Elect**

TERM: Two year term (one year served as Treasurer Elect and one year as Treasurer) commencing at Transition Meeting or July 1, whichever comes first.

FUNCTION: Serve as a member of the Board of Directors and participates in the decision making process of the Board. Perform duties associated with the collection of funds and related duties. Learn all aspects of the position of Treasurer to enable them to assume the Treasurer position at the end of their term as Treasurer Elect.

COMMITTEE LIAISON: Membership; Fiscal Planning and Development

MEMBER ON: Fiscal Planning and Development

RESPONSIBILITIES: Work in conjunction with the Treasurer to:

Receive Association funds throughout the year and during any Association sponsored project/activity (i.e. conference, functions, etc.).

Maintain adequate and appropriate records of all incoming transactions, including expense accounting for all committees and task forces.

Review all financial statements for month end.

Maintain membership records and coordinate with the Membership Committee to facilitate the annual collection of membership dues.

Maintain sponsorship records and coordinates with Fiscal Planning and Development to facilitate the collection of sponsorship fees.

Provide membership information to Association offices, committees and individual members free of charge.

Assess a fee of $75 for a label set or printout of Institutional Membership for business requests unrelated to AASFAA as he/she may determine.

Perform the duties of the Treasurer in the Treasurer’s absence.

OTHER ASSIGNED DUTIES: Performs other duties as assigned by the President, Treasurer, or delegated by the Board of Directors.

Committee: Training Committee

TERM: One Year Term

FUNCTION: Identify and schedule training needs for the association that is not part of the annual conference.

RESPONSIBILITIES:

 Identifying the training need(s) for members/non-members

* + NASFAA U Drive-in
		- Ensure trainers have NASFAA U credentials training
	+ Other training
		- Establish SLO's for attendees
		- Develop training
	+ Survey attendees for feedback

Work with conference committee to ensure training needs are met

* + Fill in if there is a need

Identifying appropriate trainers

* + Establishing SLO's for attendees
	+ NASFAA U Credentialing

Identifying site and site coordinator

* + Establish a budget for refreshments
	+ Ensure site coordinator has the roster for training

Keeping track of projected revenue

* + Send out multiple reminders to list-serve about training
	+ Send targeted messages to ensure enrollment #'s are met

Provide training information on the website and social media

* + Ensure IT staff have appropriate information to post

Creating advertisements for events via list-serve