

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.
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 prepares a report of such expenditures, along with the monthly statements from Chase, Arizona, for submission to the Vice President for their review and confirmation. Prepare an annual audit of all AASFAA records to be reviewed by the Vice President and the ad hoc committee chaired by the President Elect. Maintain and retain, for a period of three (3) 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 either by paper or electronic. At the end of the three-year period, the Treasurer shall forward all such records to the Archives Committee for historical retention. 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 transcend 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 AASF AA as they 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.