

ELECTED POSITION: TREASURER

DESCRIPTION: The Treasurer is elected by a majority of ballots cast by WLA membership, as declared by the Elections Committee. Election is in odd-umbered years and period of office is for two years. Election shall be declared by March 30, and office shall be assumed at the conclusion of the WLA conference. Incumbent is a voting member of the WLA Board. The incumbent must be bonded.

NOTE: Preferred qualifications include experience in financial matters, accounting and bookkeeping.

RESPONSIBILITIES	OFFICERS, INTEREST GROUPS & OTHERS INVOLVED:	ACTION REQUIRED:	TIMELINES:
<p>Assures that WLA meets local, state and federal regulations for nonprofit organizations</p> <p>Maintain files of records and reports required by law or custom.</p> <p>Represents WLA, in tandem with WLA legal counsel or CPA, as appropriate.</p>	<p>WLA President</p> <p>Association Coordinator</p> <p>IRS</p> <p>WA state agencies such as Sec. of State, PDC, Labor & Industries, etc.</p> <p>WLA legal counsel and/or CPA</p>	<p>Maintain contacts as needed to meet current financial requirements</p> <p>Submits required reports, applications for licenses, etc. to IRS, state agencies such as the PDC, as needed.</p> <p>Maintains pertinent fiscal related reports, records, licenses, inventory lists, and other WLA related documents and information as directed by President</p> <p>Audit presentations, etc.</p>	<p>Quarterly or annually, as required by jurisdiction</p> <p>See Financial Procedures document for details.</p> <p>As required</p>
<p>Participate in WLA Committees involved in/related to fiscal planning & evaluation</p>	<p>President, Vice-President, Annual Conference Coordinators & Treasurers, Association Coordinator, Interest Group Treasurers</p>	<p>Participate in Budget Committee, Fiscal Impact committee.</p> <p>Develops proposed annual budget for work of Budget Committee, revises for presentation to Board.</p> <p>Establishes budget lines equal to anticipated revenue to be received from special projects, CE, or annual conference.</p> <p>Oversees and provides information and support to treasurer of annual conferences, or treasurers of other association projects</p>	<p>Annually</p> <p>Annually and as budget corrections are approved by Board</p> <p>As needed</p>

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RESPONSIBILITIES	OFFICERS, INTEREST GROUPS & OTHERS INVOLVED:	ACTION REQUIRED:	TIMELINES:
<p>Maintains knowledge of laws and fiscal procedures. Translates information into WLA policies and process and for WLA budgeting, expenditures, and assuring internal and external financial controls and reports.</p>	<p>WLA President and Executive Board members.</p> <p>Task Force or Committee Chairs</p> <p>Association Coordinator</p>	<p>Updates & distributes WLA Financial Procedures document to Board members and others approved to submit payment vouchers.</p> <p>Develops or maintains operations manual for Treasurer activities.</p>	<p>Annually or after changes approved by WLA Board</p> <p>Annually</p>
<p>Establishes & maintains checking and savings accounts, making authorized expenditures for Association purposes.</p> <p>At direction of Budget Committee, invests WLA funds.</p> <p>Submits tax returns, prepares for biennial audit</p> <p>Transmits reciprocal membership dues</p>	<p>Maintains list of authorized WLA signatures</p> <p>Vice-President or designee</p> <p>President, Association Coordinator, CPA, others as needed</p> <p>WLMA treasurer</p>	<p>Pays all invoices within budgeted limits.</p> <p>Prepares and distributes expenditure and revenue reports at Board and Membership meetings, reports during interim to President and Vice-President.</p> <p>Requests Board approval for any expenditures exceeding authorization.</p> <p>Provides records to, and assists Vice-President or designee as needed for monthly reconciliation of accounts.</p> <p>Pays wages and benefits of WLA employees, makes other payments on contracts, scholarships according to contract or other agreements.</p> <p>Maintains financial records, journal ledger, vouchers and other supporting data. Distribute audit report as submitted by the CPA to the Board</p> <p>Coordinate with WLA Association Coordinator and WLMA treasurer to identify reciprocal members.</p>	<p>Usually weekly</p> <p>Quarterly & Monthly</p> <p>As needed</p> <p>Monthly</p> <p>Pays at approved rate and time period according to contracts or agreements.</p> <p>Biennial audit</p> <p>Monthly, as dues are received</p>