

ELECTED POSITION: WLA TREASURER

DESCRIPTION: The WLA Treasurer is elected by a majority of ballots cast by WLA membership, as declared by the Elections Committee. Election is in odd-numbered years and period of office is two years. Election shall be declared no later than November 1, and office shall be assumed January 1 of the following year. Incumbent is a voting member of the WLA Board.

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

RESPONSIBILITIES	OFFICERS, INTEREST GROUPS & OTHERS INVOLVED	ACTION REQUIRED	TIMELINES
<p>Attends regular meetings of the WLA Board of Directors</p> <p>Prepares in advance for decision-making and policy formation at board meetings</p> <p>Responsibly reviews and act upon committee recommendations brought to the Board for action</p> <p>Evaluates performance of Board and Executive Management</p>	<p>WLA Board</p>	<p>Attends all WLA Board meetings and planning retreats, WLA annual conference</p> <p>Takes responsibility for self-education on the major issues before the Board</p> <p>Participates in the annual Board Director self-review process and executive management performance evaluation</p>	<p>Quarterly, including Annual Conference, Fall Planning Retreat</p> <p>Meetings may be in-person or online</p> <p>Annually</p>
<p>Assures that WLA meets local, state and federal regulations for nonprofit organizations</p> <p>Maintains 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>Executive Director</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>Participates in WLA Committees involved in/related to fiscal planning & evaluation</p>	<p>President, Vice-President, Executive Director, Annual Conference Coordinators, Division and Section Coordinators</p>	<p>Participates in Finance Committee</p> <p>Develops proposed annual budget for work of Finance 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</p> <p>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>Division and Section Coordinators</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>