



Treasurer
Job Description
7.6.14

Term

- Two Years
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- Officer will take office at the Annual Chapter Meeting in December.

Description of Role

The Treasurer shall oversee the financial management of the Association based on the policies and directives of the Board of Directors in conjunction with the President. Treasurer is one of seven voting members on executive board.

Desired Attributes

Organized; Detail oriented; Excellent communication skills; Financially savvy; Desire to lead and advocate on behalf of Art Therapy/Therapists in Illinois.

Responsibilities

- Maintain membership in IATA and AATA
- Perform the duties needed to organize and ensure IATA's financial well-being.
- Form and recruit members for Finance Committee
- Attend and actively participate in all Board and Chapter Meetings, and present a brief Financial report at each meeting, as indicated in the Agenda.
- Submit Chapter financial paperwork
- Take on additional responsibilities related to this role as requested by President.
- Develop and recommend, in cooperation with the Finance Committee and the President, an annual budget which shall be approved by a majority of the members of the Board.
- Work in conjunction with the Finance Committee and the President relative to fiscal concerns.
- Serve as consultant to committee chairs in projecting annual committee expenses, as advisor to the Board of Directors in setting the Association's financial goals, and as Chair of the Finance Committee.
- Collect receipts for all expenditures issued by organization and send reimbursements in a timely manner
- Be listed on bank account, be holder of checkbook and have a visa/debit card for bank account
- Immediately consult with the Executive Committee when expenditures or reimbursements are questioned. The Treasurer shall act in accordance with the direction of the Executive Committee on such matters.
- See that the annual budget is published in the e-newsletter.
- Complete all tax documents and annual reports
- Keep current financial documents in Quickbooks

Approximate Time Commitment Per Week: 2 hours. More hours required during committee meetings and events.