

Treasurer (1)

Qualification:

Current member of PDA, active member in local chapter at least one (1) year preceding election.

Term:

Two years

Overall Responsibilities and Duties:

The Treasurer shall keep, in books belonging to the Chapter, a complete and accurate accounts of all receipts and disbursements, resources and liabilities of the Chapters, and shall deposit all moneys and funds of the Chapter, in the name of and to the credit of the Chapter, in such depository or depositories as may be designated and approved by the Chapter Board.

1. Disburse funds of the Chapter in payment of its obligations, taking proper vouchers and receipts for such disbursements.
2. Render to the Chapter Board at the meetings of the Chapter Board, or whenever otherwise requested, correct statements and reports showing the financial condition of the Chapter.
3. Sign corporate documents and instruments of the Chapter as necessary.
4. Comply and assure that the Chapter complies with the PDA Global Chapter Financial Principles.
5. Ensure timely submission of quarterly and yearly financial reports to PDA.
6. The Treasurer in conjunction with the Secretary shall be responsible for timely filing of tax documents and related financial documents to PDA or government agencies as required.
7. Manages all debts and assets of the chapter.
8. Maintains records of the chapter's receipts and disbursements.
9. Submits a year-end report to the general membership at the biennial changing of officers meeting.
10. Provides expense voucher/reimbursement forms to all board and committee members whose business involves chapter monies.
11. Review major expense requests with chapter board and make recommendations based on available funds. Major expenses should be approved by the Chapter Board and documented in Chapter Board meeting minutes before such expenses are incurred.
12. Assumes responsibilities delegated by the President and/or the Chapter Board as requested.
13. Coordinate and collaborate with the PDA Global Chief Financial Officer (CFO) on matters that arise that affect the Chapter Board, including finances, assets, obligations, and tax matters.