

TREASURER

AUTHORITY

The Treasurer shall be the principal financial officer of the Association and shall have charge of and be responsible for the maintenance of adequate books of account for the Association; shall have charge and custody of all funds and securities of the Association, and be responsible therefore, and for the receipt and disbursement thereof; shall deposit all funds and securities of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws. The duties of the Treasurer may be assigned by the Board of Directors in whole or in part to the Executive Director, or his or her designee(s).

Bylaws—Article VI, Section 5

TERM

The Treasurer shall serve a two-year term in office, or until such time as a successor is duly elected, qualified, and takes office.

Bylaws—Article VI, Section 11, (b)

DUTIES & GUIDELINES

1. Adhere to all procedures and duties outlined in this manual.
2. Serve as:
 - a) Member of the Board of Directors.
 - b) Member of the Administrative Council.
 - i. Chair of the Finance Committee.
 - ii. Member of the Awards Committee.
 - c) Member of the Annual Conference Council.
 - i. Member of the Non-Dues Revenue Committee.
3. Notify the following individuals/organizations of appointment:
 - a) IDHA's financial institutions.
 - b) IDHA accountant.
 - c) IDHA insurance agent.
4. Serve as principal financial officer of the Association.

Guidelines:

 - a) Keep accurate accounting of all income, expenses, and assets.
 - b) Serve as the bonded custodian of the assets of the Association.
 - c) Keep bank accounts current and balanced.
 - d) Make deposits as soon as possible into the appropriate account.
 - e) Pay all budgeted expenses promptly.
5. Review the assets of IDHA and the immediate and projected obligations; develop and recommend policy to maintain the financial integrity of this Association.
6. Communicate to all Component Financial Representatives the current procedures for Association responsibilities, i.e. membership requests, dues collection, shared expenses, tax, and financial reporting forms.
7. Assist Component Financial Representatives in the preparation of proposed budgets, final financial



- reports and the transfer of Component monies to the IDHA Treasurer, as needed.
8. Track Council/Committee expenses and provide Chairpersons with a summary of expenses as requested.
 9. Prepare a written financial report for each Board meeting and the Annual Conference meeting, as well as a budget for the upcoming year. Place these documents on the Board-Only webpage of the Association's website: <http://www.indiana-hygienists.org/board-of-directors-only>.
 10. Present a proposed Annual Budget for approval by the Board at its Summer BOD meeting.
 11. Follow ADHA guidelines for new, reinstated, transferred members.
 12. Assist in registration for Annual Conference and CE courses.
 13. Prepare compilation of expenses to aid accountant in preparing year-end financial statement.
 14. Compile financial reports for the accountant for audit and tax filing. Taxes are due no later than November 15 of each year.
 15. File state and federal taxes. E-1 Entity Annual Report should be completed (online form) no later than 60 days following the close of the fiscal year.
 16. Take checkbook to all meetings.
 17. Perform all duties incidental to the office of Treasurer and as directed by the President and Board of Directors.
 18. Maintain and hold access to financial accounts and passwords.