

I, \_\_\_\_\_, have read, understand, and will comply with the listed  
Job Description of CSHET to the best of my ability during my term as Treasurer - \_\_\_\_\_ your initials  
From \_\_\_\_\_ to \_\_\_\_\_

## POSITION DESCRIPTION

**Position Title:** **Treasurer**

**Qualifications:** Member in good standing of the Carolinas Society for Healthcare Education and Training (CSHET) for at least the preceding year. Agrees to serve by signing the Officer Commitment Form.

**Term:** Two years (Election of Secretary and Treasurer shall occur on alternating years). Takes office immediately following disclosure of election results to membership at the annual business meeting. Election of Treasurer occurs in odd numbered years.

### **Duties and Responsibilities:**

- Serves as a voting member of the Executive Board
- Serves as a member of the spring Planning Committee
- Keeps a copy of the official Roster of Members.  
Roster will include: member's name, mailing address, job title, institution, business address and email address; Date of application for membership; Current status of dues payment; Date of termination of membership, when applicable
- Updates mailing list with mailing database.
- Assures organization is bonded and responds to all financial obligations of the Society
- Receives and in charge of all funds of the Society.
- Deposits funds of the Society in one or more banks within two weeks of receiving.
- Prepares and reports annual budget projections and financials to the Board and members.
- Sends annual dues notices to members each October / November.
- Receives dues and registration fees. Updates information on member database. Presents report of membership status to the Board.
- Closes out books for fiscal year.
- Submits the records of the Society for audit annually
- Attends annual Spring CSHET conference without paying registration fee. Travel and hotel expenses will be the responsibility of the board member.

### **Record Keeping:**

- Mailing lists for past 5 years to include current and potential members.
- All financial records and receipts from bills paid for seven years.
- Summary of the budget for all years.
- Proposed budget for the next year.
- Maintain purchasing list of all CSHET vendors.

### **Orientation of New Treasurer:**

- Turns over to the newly elected Treasurer all monies, vouchers and other financial reports.
- Incoming Treasurer maintains checking account and initiates signature card(s) for the account.