

DUTIES OF THE STATE TREASURER BUDGET COMMITTEE CHAIRPERSON

According to the By-Laws: Collect all monies, booster fee, dues, fees and assessments of the Kansas State Council. Disburse funds only on the direction of the President. Open the accounts in the name of the Kansas State Council of ESA. The accounts shall be carried so that the president's and the treasurer's signature will be honored for check writing. Maintain accurate record of all monies received and disbursed, with receipts to substantiate same. Submit your books for audit prior to each board meeting.

The treasurer shall be bonded. The position bond shall be renewed immediately upon assuming your office with the premium on said bond being paid by the Kansas State Council.

Serve as chairman of the budget committee at the annual convention.

All checks drawn against the Kansas State Council of ESA shall be cashed within thirty (30) days after the end of the fiscal year (May 31), or they shall become void.

As a member of the Kansas State Council Board of Directors you have voting power. So shall you be a member of the Executive Board. As a board member you are required to maintain a file of your activities together with the materials received from your predecessor to pass on to your successor at the close of the annual convention.

OTHER DUTIES ASSIGNED

- a) Attend all four board meetings, executive board retreat and annual state convention.
- b) Visit chapters and/or districts whenever possible, give assistance when needed and act as a good-will ambassador for the state council at all times. The president may give specific district assignment at the first board meeting.
- c) Maintain a file of your work including copies of letters. Include any helpful materials and suggestions, or ideas, for your successor. *Do not use legal size paper.*
- d) Prepare articles for the *News & Views* when requested and/or other times when appropriate.
- e) Present a bill for expenses to date at each board meeting, with a final bill being presented before the close of the fiscal year May 31.
- f) Present workshops for state convention upon request.
- g) Provide materials for the Kansas State Convention and/or Chapter Handbook upon request. This material is to be provided to the appropriate chairperson by the date requested.
- h) Prepare files and turn them over to the incoming Treasurer as soon as possible after state convention.
- i) As Chairman of the budget committee, you shall prepare and present a proposed budget to the president-elect at the Winter State Council Meeting. This budget shall be reviewed by the budget committee as appointed by the President and any changes necessary red lined. This redlined budget will then be presented to the Executive Board for approval. Prepare the final budget for presentation and approval of the voting delegates at the annual convention. (Paper copies should be made available to the membership.)
- j) Provide member names to the *News & Views* Editor as soon as membership dues are received so they have an accurate account of who shall receive the paper.
- k) Be responsible for providing the necessary information to the credentials chairman so that they will have an accurate accounting of the chapters and members in good standing. This must be done 30 days prior to convention.
- l) During convention make yourself available to the credentials chairman and the registration table so that your records are available to clear up any matter concerning dues or credentials. If you are unable to stay at the hotel, they should know where they could reach you. Many questions come up that must be answered by the treasurer.
- m) Pay all bills promptly so that no late fees are charged. It is inappropriate to expect any officer to wait an excessive period of time for repayment of bills.

(REVISED JANUARY 2013)