

## Treasurer

### A. Tenure

The Treasurer will serve for two (2) years and may be eligible for a second term.

### B. Duties

The Treasurer will:

1. Serve as a member of the Board of Directors and the Finance Committee.
2. Receive and have custody of all funds and securities of the SVAND depositing these monies in the name of, and to the credit of the SVAND, in such depositories as designated by the Board of Directors.
3. Be responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the SVAND.
4. Pay statements promptly by check as directed by the President and Board.
5. Send out membership renewal notices and applications (via email to save on printing and postage) by August 1<sup>st</sup>. Request return by mid-August. Keep 2 separate lists – those who wish to correspond via email and those who prefer US postal service. Update the membership list as renewal or new applications are received.
6. Prepare quarterly reports for business meetings. The fiscal year runs from June to May. Follow VAND's budget format. Prepare year – end budget report by June 1<sup>st</sup>.
7. Have all other powers and functions usually vested in the office of Treasurer.