



WAEA Treasurer Job Description

The WAEA Treasurer is nominated by any active member and elected by a majority vote of the membership at the Annual Business Meeting (i.e. fall conference). The Treasurer shall assume office immediately following the vote and serve a two-year term of office, with the ability to continue in the position, upon recommendation by the Executive Board. (review to make sure in compliance with bylaws)

A Treasurer will have the primary responsibility of overseeing the management and reporting of an organization's finances. Along with the Treasurer, all Board Members are responsible for supporting competent financial management policies and practices.

The Treasurer is largely influential in proper financial management and thus, also greatly affects the public's perception, trust, and assurance in the organization management. Therefore, WAEA will seek desirable qualifications in a Treasurer such as financial literacy, attention to detail, timeliness in completing tasks, neat and accurate record keeping, and a willingness to ask questions.

The WAEA fiscal year aligns with NAEA: July 1 to June 30. A proposed budget is to be reviewed and discussed at finance committee meeting (comprised of at least one president or elect and the treasurer) (i.e. during the Summer Leadership Retreat). Upon review and recommendation by the Finance Committee, the budget proposal is submitted to the full Board of Directors for approval/vote. It becomes the official fiscal year operating budget upon approval.

The treasurer can be assisted by a paid bookkeeper or Certified Public Accountant if the budget allows and the board approves the expense. Hired bookkeeper or CPA can not be a member of the board.

Qualifications:

1. An active membership in both WAEA and NAEA
2. A commitment to serve an active leadership role in the WAEA aligned with the NAEA governmental structure, and uphold the established standards for the Professional Code for Art Educators.
3. Financial management, organizational and communication skills to sustain the effectiveness of the organization and maintain essential stakeholder confidence.
4. The time and commitment necessary to fulfill the duties and obligations of the position in a timely manner.

The Treasurer will serve and support WAEA by:

1. Attending at least four Board/general membership meetings to present an updated quarterly report. Reports shall include keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health, in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board.
2. Handling funds with high standards and a solid tone of integrity.

3. Developing the annual budget along with the Finance Committee Exec Board, after comparing actual revenues and expenses incurred against the past budget.
4. Keeping pertinent records on file (both digitally and in hard copy as appropriate) and available for the Board, government bodies (e.g. auditing) and association activities.
 - a. File annually the online Form 990N the "e-Postcard" for organizations with income less than \$50,000.
 - b. Obtain permits and Licenses - Check regulatory requirements before undertaking activities (e.g. serving liquor, conducting a raffle).
 - c. Treasurer's report Use and provide a consistent format for reporting to include any digital, computer, online and/or paper formats that are easily assessable to all members of the Finance Committee and Executive Board upon request.
5. Maintaining WAEA Bank accounts: selecting a bank, signing checks, checking PO Box, meeting as needed with bank, and investing excess funds wisely.
 - . Incoming checks should receive immediate restrictive endorsement (preferably a bank stamp, or handwritten "For deposit only, ABC Bank, Account # 123445") and be deposited within a week, with no cash back. Checks should never be signed in advance.
 - a. Outgoing checks must be supported by an approved invoice, receipt, or a voucher prepared by the volunteer if a receipt or invoice isn't available (If a member asks for a reimbursement but doesn't have a receipt, respond "I wouldn't be doing my job as Treasurer if I didn't insist on receipts from everyone.")
 - b. Digital Payment Systems Maintain any online or digital payment systems, verifying that all payments have been properly received into accounts and that the most cost-effective plans are secured.
6. Overseeing the development and observation of WAEA financial policies and taking the lead in safeguarding assets, data, and personal information. Being knowledgeable about who has access to the organization's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable. Including utilization of accounting software such as QuickBooks.
7. Working with Vendor/ Advertising Representative to confirm contributions for publications, advertising and conference:
 - . Send a prompt thank you letter that includes what donors need for tax purposes (the IRS says it's okay to send this information by email).
 - a. Essential information to include for tax purposes: Date, Name and address of nonprofit, Donor name and address. Example: We wish to thank you for your 2010 contribution of cash in the amount of \$500.00. We did not provide any goods or services in exchange for this contribution. XYZ Nonprofit is an organization exempt under Section 501(c) (3) of the Internal Revenue Code and contributions are deductible to the extent allowed by law.
 - b. Separately list any single contribution of \$250 or more. If the donation is other than cash, describe the property, but do not indicate a value. Exceptions include: items of minimal value such as pens and mugs. (see discussion regarding "quid pro quo" donations in IRS Publication 1771).

❖ Reviewed at Summer Leadership 2016 and Board Approved Fall 2016

❖ Reviewed and revised summer leadership retreat 2018, Approved Fall 2018