

Oregon Dental Hygienists' Association

Policy: **01-7 Treasurer**

Program: **Board of Directors**

Effective date: July 23, 2017

Last revised date: July 23, 2017

Purpose: To clarify the role and responsibilities of the Treasurer

Policy:

Serves as: Officer of the Board of Directors
Chair of the Finance Committee
Liaison to the Management Company
Member of Executive Council

Meetings: Board of Directors
Executive Council
Finance Committee
Strategic Planning
Board of Directors Orientation and Leadership Workshop
Annual Business Meeting
Council and Committee meetings as required to accomplish assigned responsibilities

All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities:

- Submit information for publication in the REPORT, Update, and ODHA website as needed.
- Monitor content and maintenance of website.
- Prepare proposed budget for office of the Treasurer and submit to the Chair of the Finance Committee.
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines.
- Prepare and submit report of the Treasurer for all Board of Director meetings and the Annual Business Meeting.
- Active component member

Specific Responsibilities:

- Assist President and other officers as requested.
- Work with Association Management Company (AMC) to secure necessary signatures on the bank signature cards.
- When submitting budget at BOD meetings, include handouts or electronic delivery of the current "Annual Budget" with columns of "Year-to-Date Income and Expenditures" and a current Balance Sheet.

- Review monthly financial statements as prepared by AMC. Approve reimbursement requests and receipts submitted to AMC for budgeted items.
- Review and approve as necessary AMC accounts payable and member reimbursement.
- Facilitate the filing of the Association's required tax reports in a timely manner in conjunction with the AMC.
- Verify with the AMC that the Oregon Corporation Annual Report has been filed.
- Ensure Finance Committee meets at minimum twice a year to prepare and present a balanced proposed budget to Board of Directors
- Present the approved annual budget to the Board of Directors not less than thirty days prior to the Annual Business Meeting for discussion, amendment and approval for submission to the Board of Directors for adoption.
- Make recommendations to the Board of Budget regarding budgetary and/or financial matters.