

## Treasurer

### General Description of Office:

The Treasurer shall be responsible for all monetary matters including preparation of the budget of this Association and shall be responsible for submitting a financial report to the membership at its annual meeting and/or meeting of the Executive Board.

Specific Responsibilities	Time Line
Review monthly reports/disbursements provided by the Association Management Company.	On-going
Attend Board Meeting as a guest	June of Year Elected
Term Officially Begins	July 1 of Year Elected
Read PSHA Policies and Procedures	July
Prepare report and attend the September Board Meeting	September
Prepare report and attend the December Board Meeting	December
Prepare report and attend the April/Convention Board Meeting	April/Convention
Prepare an Annual Report for the Annual business meeting and web placement.	April/Convention
With the Association Management Company obtain budget requests for Officers and create a budget to present at the June Board Meeting.	April/May
Prepare report and attend the June Board Meeting.	June
Present budget for the new fiscal year for approval by the Executive Board.	June
Make revisions to timeline	June

*Revised: 9/2011*