

## **Treasurer's Job Description**

The term for treasurer shall be for two years. Elections for treasurer are held in even numbered years.

1. Chair the Finance Committee.
  - a. Hold monthly committee meetings and review bank statements
  - b. Oversee the Executive Directors compliance
    - i. By signing monthly bank statements
    - ii. Ensure financial reports are accurate and made on a timely basis
      1. File taxes,
      2. Secretary of State report,
      3. Attorney General's report and update records with
      4. NM Taxation and Revenue Department
    - iii. Report discrepancies to the Executive Officers
  - c. Oversee monthly allocation of contract payments to the Executive Director
2. Develop the Annual Working Budget with the Executive Director
3. Acts as registrar for annual conference as well as treasurer duties
  - a. Assists preparation of Conference registration page on website