



### **Board Member Job Description: Treasurer**

#### Terms of the position of treasurer

The Treasurer is an advisory position appointed by the CATA President. This is an indefinite position. Vacancy in the position of treasurer may be filled at any time by the president, with approval of the Executive Board.

#### Duties per the CATA By-Laws

1. To facilitate, oversee, and maintain accurate record of all financial matters of the CATA, including the collection of membership dues.
2. Submits a compilation financial report to the Executive Board prior to the annual meeting.
3. Serve as chairman of the finance committee.

#### Description of the duties of CATA treasurer

1. The treasurer shall be an advisory member of the board; therefore is a non-voting position.
2. The treasurer is responsible for depositing funds into Association accounts in keeping with these policies and procedures and directives from the President and Secretary.
3. The treasurer is responsible for writing checks for the Association in keeping with the budget, these policies and procedures, and directives from the President and Secretary.
4. The treasurer is responsible for keeping current financial records of Association income, spending, and accounts.
5. The treasurer is responsible for maintaining contact with the financial advisor of the Association in the financial matters concerning the Association.
6. The treasurer is responsible for advising the President and Board on the financial status of the Association.