

## **GUIDELINES/RESPONSIBILITIES FOR LOUISIANA STATE ORGANIZATION TREASURER**

- I. Duties
  - A. Receive and pay out monies belonging to the Louisiana State Organization
  - B. Keep an accurate account of receipts and expenditures
  - C. Keep a file of receipts, bills, canceled checks, and bank statements
  - D. Make a full financial report to the Louisiana State Organization convention and at such other times as the State Executive Board may request
  - E. Submit the records for an annual audit/financial review as determined by the State Executive Board
  - F. File required tax reports
  - G. Serve as consultant to the Louisiana State Organization Finance, Scholarships, Achievement Award, and the Vivian Bourgeois Special Stipend committees and the Florence Amy Emergency Fund
  - H. Serve as an ex-officio member without a vote on the Executive Board
  - I. Provide information necessary for a fidelity bond in the amount of \$57,000 for Louisiana State Organization and \$2,500 for each chapter
  - J. Serve as liaison between international, state, and chapter
  - K. Serve in an advisory capacity regarding all matters that involve finances
  - L. Prepare financial reports for the president
  - M. Serve in an advisory capacity with chapter treasurers
  - N. Participate in programs, workshops, or other activities as requested by Louisiana State Organization President
  - O. Attend all Louisiana State Organization meetings including state convention, district meetings, and workshops
  - P. Attend International Conference and International Convention, if possible
  - Q. Assume any duties assigned by the Executive Board and/or Louisiana State Organization president
- II. Election
  - A. The treasurer is elected by the State Executive Board in odd numbered years for a two-year term.
  - B. Applications are to be submitted to the Personnel Committee on the designated deadline date.
  - C. Term of office begins on July 1 following the election by the Executive Board. If the position is being filled where there is a vacancy, that office shall begin upon election by the Executive Board.
- III. Expenses
  - A. Funds for travel with the state are provided as stated in the approved Louisiana State Bylaws.
  - B. Funds for travel to the International Conference and International Convention are provided as stated in the approved Louisiana State Bylaws.
  - C. A quarterly honorarium is paid by Louisiana State Organization using the pay scale as stated in the approved state budget.
- IV. Qualifications
  - A. Active membership
  - B. Participation on the state level (example: attendance at meetings)
  - C. Prior leadership experience in chapter and state levels
  - D. Demonstrate leadership and management skills
  - E. Shall have served as chapter president
  - F. Possess computer skills of operating a computer system and appropriate software
  - G. Possess a knowledge of basic accounting procedures
  - H. Have a willingness to acquire a knowledge on investing Society funds