

## **Treasurer Position Description**

### **General Duties**

- Actively promote and represent PARID by attending local functions, including public forums relating to interpreting issues and the Deaf community.
- Serve as the board liaison to at least one PARID committee.
- Submit a treasurer's report to the PARID newsletter editor following the "Newsletter Policy".
- Be actively involved in a local district.
- Participate in the PARID Board Yahoo group.
- Respond to all mail, email, and telephone correspondence in a timely manner.
- The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

### **Board Meeting and General Meeting Duties**

- Attend all PARID board and general membership meetings.
- Submit written treasurer's reports to the PARID board in preparation for each regular board meeting and annual membership meeting.
- At each meeting, inform the board of the actual account balance and the amount of funds that have been committed but not yet spent.

### **Treasury Duties**

- Maintain accurate records of all PARID accounts.
- Maintain detailed itemized records of all transactions.
- Pay all bills or reimbursements the organization has incurred following the established procedures.
- Maintain tax files and appropriate documentation.
- File all tax forms required by the appropriate deadlines (Form 990 and 1099s).
- Complete the financial part of the PARID annual report to RID within 60 days of the end of each fiscal year (August 31<sup>st</sup>).
- Consult the PARID board on fiscal issues.
- Propose an annual budget to the PARID board by March 31<sup>st</sup> of each year.
- Keep track of all monies in the treasury reserved for each district.
- Quarterly, verify local district funds with the district representative through a written report.
- Submit an annual report to each local district informing them of the balance in the PARID account earmarked for the local district.

### **DOCUMENT HISTORY**

Established 06/2005  
Revised 01/2006  
Revised 05/2009