

Guidelines for Office of Treasurer

TERM: Two (2) Years
ELECTION: Odd-numbered Years

The Treasurer of the Association is responsible for maintaining Association accounts and overseeing all receipts and disbursements of funds. The Treasurer works in conjunction with the NSLHA Director.

Nebraska Speech-Language and Hearing Association Deadlines for Office of Treasurer

January	<ul style="list-style-type: none">*Attend Board Meeting*Sign checking account signature forms*Record checks and deposits as sent by NSLHA Director
February	<ul style="list-style-type: none">*Record checks and deposits as sent by NSLHA Director
March	<ul style="list-style-type: none">*Submit items for the Board Agenda*Record checks and deposits as sent by NSLHA Director
April	<ul style="list-style-type: none">*Attend Board Meeting*Record checks and deposits as sent by NSLHA Director
May	<ul style="list-style-type: none">*Record checks and deposits as sent by NSLHA Director
June	<ul style="list-style-type: none">*Submit items for the Board Agenda*Record checks and deposits as sent by NSLHA Director
July	<ul style="list-style-type: none">*Attend Board Meeting*Record checks and deposits as sent by NSLHA Director
August	<ul style="list-style-type: none">*Prepare and attend budget meeting with President, President-elect and NSLHA Director*Record checks and deposits as sent by NSLHA Director
September	<ul style="list-style-type: none">*Submit items for the Board Agenda*Record checks and deposits as sent by NSLHA Director
October	<ul style="list-style-type: none">*Attend Board Meeting*Attend Annual Convention*Present budget to Board of Directors for approval*Present budget at Annual Membership Meeting & Awards Luncheon*Submit report for the November <i>The Networker</i>*Record checks and deposits as sent by NSLHA Director*Attend Transition Meeting in October, November or December, if needed
November	<ul style="list-style-type: none">*Record checks and deposits as sent by NSLHA Director*Up-date Procedure Manual
December	<ul style="list-style-type: none">*Submit items for the Board Agenda*Record checks and deposits as sent by NSLHA Director

The following is detailed information about the above calendar:

- I. Keeping account of the Association funds
 - A. Supervise and facilitate the following debit and credit activities:
 1. Sign all necessary invoices and checks;
 2. Co-sign all checks;
 3. Monitor computerized ledger entries to ensure entries are made against appropriate line items;
 4. Monitor expenses to ensure Association policies are observed.
 - B. Maintain records of computerized monthly statements.
 - C. Invest NSLHA funds and explores investment opportunities with Board of Directors approval.
- II. Chair the Budget Committee (composed of Treasurer, NSLHA Director, President, and President-elect)
 - A. In August, work with Budget Committee members to develop a proposed budget for the upcoming fiscal year:
 1. Project income from all sources (dues, investment, other);
 2. Project expenses;
 3. Add/delete budget line items as necessary.
 - B. Present the proposed budget to the Board of Directors for discussion and approval at Board Meeting.
 - C. Present the new budget to the membership at the Annual Membership Meeting & Awards Luncheon
- III. Facilitate, support, and oversee the actions of the NSLHA Director as that individual carries out the financial responsibilities:
 - A. Accounting procedures:
 1. Monitoring accounts payables/receivable;
 2. Preparing monthly statements;
 3. Balancing NSLHA's accounts on a monthly basis;
 4. Maintaining all necessary financial records;
 5. Preparing quarterly and annual financial reports;
 6. Handling deposits/disbursements;
 - a. Dues notices and payments
 - b. Expense & Travel vouchers
 - c. Ledger entries for appropriate line items
 - d. Writing checks, issuing bills for services
 - B. Budget development
 1. Working with other members of the Budget Committee to project income, expenses for upcoming fiscal year;
 2. Assist Treasurer in developing a written proposed budget to be presented to the Executive Board for approval;
 3. Assist Treasurer in developing a written proposed budget to be presented to the membership at the Annual Business Meeting;
 - C. Dues
 1. Making available a projected membership counts to the Budget Committee at the August development meeting;
 2. Printing and mailing of dues notices will be the responsibility of the NSLHA Director;
 3. Sending out dues notices to delinquent members;
 4. Depositing all dues payments received from the membership, and issuing dues refunds when appropriate. An ongoing list of membership renewals and new members will be kept.
 - D. Continuing Education/Convention Revenues & Expenses
 1. Signing contracts with program facilities;
 2. Maintaining necessary financial records of income and expenses associated with each event;
 3. Reimbursing speakers and facilities for expenses;
 4. Depositing registration fees
 5. Providing the Treasurer and Board with a written summary of event income/expenses.