



Job Description Treasurer

Duties of the Treasurer:

The **Treasurer** shall

- Receive all funds belonging to the Association and be responsible for their safekeeping and accounting;
- Pay out such funds upon orders of the President;
- Provide a written financial report for each regular meeting of the Representative Council and Executive Board;
- Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; and
- Be responsible for submitting membership and financial reports to CTA, NEA, and other agencies as required by law.
- Chair the Budget Committee and prepare an annual budget proposal; present the proposed annual budget to Executive board and the Representative Council.

Term of office: Two (2) years (7/1/23 – 6/30/25)

Stipend: \$2,530 annually, subject to modification by Rep Council

Duties and the responsibilities of all Executive Board members:

1. Coordinate the activities of the Association;
2. Act for the Representative Council when school is not in session;
3. Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
4. Approve by majority vote appointment and by two-thirds (2/3) vote removal of bargaining team members;
5. Recommend a budget for the Association to the Representative Council;
6. Approve by majority vote all appointment and removal of committee chairpersons;
7. Adopt the local Standing Rules for the Association;
8. Direct the grievance activities of the Association; and
9. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions that may be imposed by the Representative Council.
10. Meet with school board members as directed by the president.
11. Serve on committees as directed by the president.
12. Attend the Executive Board Annual Planning Session.