

The Virginia PTA Board of Managers adopted a Strategic Plan that has impacted the job responsibilities for some positions. The Standard Operating Procedures (SOP) will be discussed and adopted at our Pre-LTC Board Meeting in July. Any changes to these job responsibilities will be made clear to candidates prior to their nomination.

E. TREASURER

- 1) The Treasurer shall perform duties as outlined in the Virginia PTA Bylaws.
- 2) Represent the Virginia PTA when requested by the President.
- 3) Serve on standing committees and internal committees as directed by the President.
- 4) Attend District Executive Board meetings in the district where the Treasurer resides.
- 5) Submit two (2) copies of a report of activities and events thirty (30) days prior to the Pre-Convention meeting of the BOM, one to the President and one to the State Office. The report shall include progress on the plan of work.
- 6) Submit a report to the President of all meetings/training attended as representative of the Virginia PTA/PTSA.
- 7) The treasurer sends all reimbursement requests to the President for approval.
- 8) Approve Resource Development committee, Marketing committee, and District reimbursement vouchers as assigned.
- 9) Prepare a plan of work to submit to the executive committee within sixty (60) days of election.
- 10) Submit a proposed treasurer's budget annually to the Budget Committee by November 1 for review by the Budget committee.
- 11) Serve as chairman of the Budget committee.
- 12) Serve as member of the Office Building Management committee and the A&P Committee.
- 13) Present a statement of accounts at all meetings of the BOM and the Executive Committee.
- 14) Review the financial statements of the Virginia PTA monthly to see if the organization is operating within the budget and when necessary, recommend any changes to the budget to the Executive Committee for approval by the BOM.
- 15) Conduct workshops for treasurers at the Annual Meeting.

- 16) Attend orientation for new committee chairmen. Brief committee chairmen on their budgets and the BOM on expenses incurred from the reimbursement system.
- 17) Submit a summary report of the current budget (effective July 1) in the official publications of the Virginia PTA at least thirty (30) days prior to the annual meeting. This report shall be included in the material given to delegates at the annual meeting.
- 18) Authorized signature on all checking and savings accounts.
- 19) Attend annual meetings of the Districts as assigned by the President.