



## \* POSITION DESCRIPTION \*

Title: Treasurer  
Term & Related: One Year (Elected position)  
Answers To: IPA's Board of Directors

### Bylaw References To Position:

The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the Association; (b) receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article V of these Bylaws; (c) prepare reports of all financial transactions for the Board and the membership; (d) confirm that all tax forms and 1099s and related summaries are prepared and mailed before their deadlines; and (e) in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Board [and Executive Committee]. If required by the Board, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety of sureties as the Board shall determine. All or any of these duties may be delegated to the Executive Director. The Treasurer is a member of the Executive Committee of the Board.

*The Treasurer is a voting member of IPA' Board of Directors.*

### General Description:

The Treasurer performs the following duties:

- Regularly attends conference call meetings of the Board and one live Board meeting at the Annual Convention.
- Regularly attends monthly conference call meetings of the Executive Committee.
- Assists Executive Director, President Elect and Past President in preparing Organizational Development CAPP Grant application.
- Assists the Executive Director and Past President in preparing the post CAPP grant report.
- Works closely with the Executive Director to manage the revenues and expenses of the association. At the end of each month, meets with the Executive Director to review IPA's bills and sign checks for their payment.
- Works closely with the Executive Director to prepare and review IPA's financial statements. Forwards copies of the updated financials to IPA's Board prior to each Board meeting. Prepares and shares a verbal report on the critical elements of those reports at the meeting.
- Presents the Treasurer's Report to IPA members at the annual membership meeting.
- Works closely with the Executive Director in making certain that IPA's financial reports are forwarded to IPA's accountant in a timely manner for 990 tax filing purposes and that the taxes are signed and mailed out before the deadline. The deadline for IPA's tax forms is November 15.
- Works closely with the Executive Director to make certain that the information necessary for preparing 1099s is forwarded to IPA's accountant in a timely manner and that the 1099s and State & Federal summary sheets are mailed out before the deadline. The deadline is January 31.

*All officers, delegates or representatives of the Association agree to abide by the Approved Guidelines Regarding Representing IPA (posted on the Leadership page of the website) when agreeing to serve in the position.*

Updated: 04/16/17