

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
OFFICER DESCRIPTION

ASSOCIATION TREASURER

Purpose

To administer and account for all financial affairs of the Association.

Powers and Duties:

The Treasurer of the Association shall exercise authority in all financial matters in accordance with such by-laws and resolutions as may be adopted by the Executive Board; shall furnish an annual financial statement to the Executive Board no later than thirty days prior to the Annual Meeting of each year and such other periodic financial statements as may be required by the Executive Board; shall furnish to all members present at the Annual Meeting a copy of the financial statement; shall have custody of all bonds, stocks, deeds, and other documents of the Association and determine the method of depositing and safekeeping of the same but shall not pledge or dispose of any of these assets without approval of the Executive Board. Said Treasurer shall upon retirement turn over all foregoing documents to the Auditor of the Association; shall annually submit for audit the financial records of the Association upon request of the Auditor before the Annual Meeting.

During the Year:

Attend Executive Board meetings and provide interim financial reports. If the Treasurer is unable to attend, arrangements should be made to have the report delivered.

Serves as Chair of the Budget Committee.

Other Duties:

- Receive and deposit revenues from Certification & Continuing Education Committee, Fundraising Committee.
- Prepare warrant for payments to be signed by President and Two Vice Presidents.
- Pay all expenses incurred during the year.
- Deposit and invest all income received during the year.

Bonding:

A bond in the amount of \$15,000 to be acquired. Cost to be paid out of the treasury. Bond is to be filed with the Association Secretary.

Readopted by E-Board on April 5, 2016