Secretary-Treasurer Job Description

Section:	Board	# Pages:	2
Prepared by:		Origin date:	7/2000
Reviewed by:	Policy & Procedure Committee	Last Reviewed/Revised:	3/2022

The Secretary-Treasurer has fiduciary responsibility for the Society. Assures recording of Board actions and meeting minutes and the retention and permanent maintenance of records. The Secretary-Treasurer serves to monitor the financial condition of the Society. The Secretary-Treasurer is responsible to the Society membership through the Board of Trustees. Demonstrates leadership behaviors that include accountability, humility, forgiveness, and stewardship.

I. Duties and Responsibilities

A. Abides by the ASET Code of Conduct.

B. Performs and abides by all duties and responsibilities of a member of the Board of Trustees.

C. Receives and responds within 24 hours to communications from ASET President and/or Executive Office on issues that require immediate comments or review.

D. Responds thoughtfully and promptly to requests for input from the Executive Committee or Board of Trustees.

E. Serves as a member of the Executive Committee.

F. Serves as Chair of the Policy and Procedure committee. A replacement chair may be designated by the Secretary-Treasurer and approved by the President.

G. Assures accurate recording of motions, directives, and consensus statements; counting of votes; and documentation of the results for Board and Executive Committee and other meetings as directed by the President.

H. Works closely with the Executive Director and President to keep account of Society funds, as well as Board of Trustees meeting and voting records.

I. Receives check requests from the Executive Office that lists invoices and payments for approval, plus a copy of any invoices exceeding $200.00.

1. Responds with approval or questions within 24 hours of receipt via fax, phone or email.

J. Chairs the Financial Committee.

K. Closely reviews annual budget performance and projections, making recommendations to sustain fiscal integrity.

L. Closely reviews annual financial reports submitted by contracted agency (CPA).

M. Prepares annual Secretary-Treasurer business reports.

N. Presents to the Board of Trustees an annual budget for the Society, developed in concert with the Executive Director.

O. Monitors budgetary performance of the organization, recommending modifications as needed.

P. Reviews for approval all actions and policies with major financial implications.

Q. Serves as liaison to committees and board members as identified by the President.

R. Assists the President as appropriate.

S. Attends meetings and represents the Society as requested by the President, including, but not limited to:

1. ASET's Annual Meeting Annual Board of Trustees meeting
2. Board of Trustee or Executive Committee meeting
3. Conference calls and electronic communication as necessary.

T. Records, or delegates recording of, minutes of annual business meeting.

1. May tape record meetings as necessary to assure accurate meeting minutes.
2. Distributes minutes to the President, President-Elect, Executive Director and others as appropriate for review prior to publication or distribution to the entire Board for approval.

U. Submits quarterly or biannual reports of activities to the President as directed.

V. Assures maintenance of records according to Document Retention and Destruction Policy.

W. Specific Duties at Annual Convention include:

1. Collecting of signatures for consent to conduct business between meetings by mail ballot.
2. Assures accurate minutes of old and new board meetings are recorded, including attendance, times, motions, directives, Board consensus statements, names of members making motions, and outcomes.
3. Takes accurate minutes of the annual business meeting.
4. Sits at the head table for the annual business meeting.
5. Presents the Secretary and Treasurer reports at the annual business meeting.

--Approved 03.06.2020