



Four County School Boards Association

ROLE AND RESPONSIBILITIES OF THE TREASURER POLICY

The Treasurer shall:

1. Be responsible for the supervision of all Four County School SBA monies received or expended by the Association.
2. Keep the Board of Directors informed on all pertinent financial matters.
3. Provide a brief financial report at all regular meetings of the Board of Directors in a format prescribed by the Board.
4. Review monthly Four County SBA monies received and spent by the Association.
5. Serve as a member of the Audit Committee.
6. Perform all duties incident to the office of Treasurer and other duties as assigned by the President or Board of Directors.
7. Be an approved signatory on all Four County SBA bank accounts.
8. Provide a summary of the year's financial activities and monthly reviews to the Board of Directors at the April meeting.
9. Provide a narrative summary to be included in the Annual Report.

Adopted: November 7, 2017

Revised: February 5, 2020