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REQUIREMENTS:

1. Must be an Active or Life member in good standing.
2. Possess the skills, desire and integrity to perform the duties of this office.
3. Elected by CSPR's members state-wide in years ending with an odd-numbered digit.

DUTIES:

1. Reports to the State President and is responsible to the State Executive Board (SEB) and to CSPR's members. Serves as a voting member of the SEB
2. Supervises the records from all accounts: checking, savings and money market funds. Maintains a file of all account statements.
3. Assists, or designates someone to assist, the Annual Meeting Coordinator to develop a budget for this seminar. Processes, or designates someone to process, all income and expenses related to this seminar.
4. Assists Membership Committee Chairperson and Regional Treasurers with collection, record keeping and disbursement of membership dues and Regional meeting monies.
5. Receives regular financial reports from the Regional Treasurers.
6. Maintains a ledger entering and recording all income and expenses.
7. Develops a preliminary annual budget based on requests from the officers and committee chairpersons and comments from the Budget and Finance Committee. Presents this preliminary budget to the SEB prior to the beginning of the fiscal year.
8. Provides income/expense and balance statements to the State President and to SEB for each board meeting as well as a complete annual financial statement at the end of the fiscal year. Income and expense statements need to be completed in time to be included in the agenda packet sent to each SEB member before a meeting.
9. Cosigns with the State President or State Secretary all checks drawn on the Society's account.
10. Collaborates with the State President and CSPR's accountant to file state and federal income tax forms.
11. Acts as liaison between consulting bookkeeper and the SEB.
12. Updates the bank's signature cards with a change of officers after the annual elections.
13. Chairs the Budget and Finance Committee.
14. Submits a summary of the budget of the previous fiscal year to be published annually in the Society's newsletter.
15. Performs any other duties assigned by the State President or the SEB.

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16. Reviews this position description near the end of the term of office and includes suggested changes as part of the annual report to the SEB.

TERM OF OFFICE: Two years, ending in a year which ends with an odd-numbered digit

ABILITIES: The Treasurer is responsible for the collection, safekeeping and expenditure of all funds of C SPR as well as keeping accurate financial records. This officer must be a person of unquestioned integrity and should be knowledgeable about how to keep financial accounts. The Treasurer collects and disburses funds only as directed by the Bylaws or SEB. The Treasurer does not have the power to borrow money or issue funds or checks except as authorized to do so.

REFERENCES: (same as those stated on the Format for Position Descriptions approved by the SEB on April 8, 1992)

APPROVED by STATE EXECUTIVE BOARD on: April 5, 1995

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