

Ebony Nurses Association of Tacoma Treasurer Transition

OBJECTIVE:

Provide a resource to the organization members who are moving in/out of leadership roles to ensure an efficient and effective transfer of knowledge /information occurs.

2. RESPONSIBILITIES:

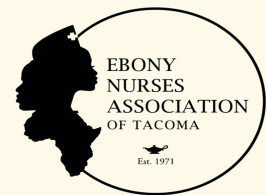
- a. Participate in group Executive Committee meeting with outgoing President, by July 30.
- b. Treasurer shall be custodian of all funds received from the Financial Secretary and shall be deposited within 7 days of receipt. Shall keep a regular written accounting (ledger, receipts) which shall be open to inspection by any member at any time. Shall give a written report of all transactions at each meeting of the organization.
- c. The Treasurer will circulate the most recent Online bank statement at the monthly meeting of the organization.
- d. The Treasurer in cooperation with Financial Secretary shall prepare an Annual (September-June) financial report. The report should be submitted at the last meeting of the year (June) with a copy given to each voting member.
- e. An Annual Internal or External audit will be conducted before June 30th of the Treasurer's records by a reputable accounting firm. The Treasurer and Financial Secretary shall submit any required financial forms needed to conduct the audit.
- f. All financial decisions must be agreed upon with a quorum of voting members.
- g. All financial transactions and checks will require the signature of two members, the Treasurer and one other officer or designee. The two signatures for writing checks are as follows: the treasurer will sign on the signature line and 2nd signer will sign on the Memo line of the check.
- h. Financial Secretary can assist the Treasurer, but at no time will they serve both jobs simultaneously.
- h. Participate in training and conference calls as appropriate.
- i. Perform duties as assigned by President or Executive Committee.

3. PROCESS (How & When)

- Outline the steps you take to perform your responsibilities including any specific deadlines.
- Create roster of scheduled invoices with due dates. Use Online Bill Pay or checks to pay bills.
- Monitor the payment of the following: Mailbox, Webmaster, Go Daddy (Domain name) and Sunshine Fund reimbursement.
- Treasurer will only keep \$100.00 cash on hand for use as Petty Cash/Sunshine Fund. Sunshine Representative will provide report of purchases with receipts monthly.

4. KEY CONTACTS:

- a. Previous Treasurer, Previous Financial Secretary or other officers as needed.



5. BEST PRACTICES / LESSONS LEARNED:

- a. Share tools (Spreadsheets, templates) and other resources that have helped.
- b. Continue to grow your knowledge, skills and abilities in this role.

6. UNIQUE CONSIDERATIONS:

- a. Outgoing Treasurer shall describe unique transition issues (bank cards).
- b. Collaboration with president after receiving from him/her the username and password, go to bank to activate account, get bank card and PIN#
- c. Possession of Keys to mailbox are held by 2 members (treasurer and 2nd officer or designee)
- d. Mailbox renewal will be in the mailbox, pay ASAP

7. NEED TO KNOW INFORMATION:

- a. BECU Contact: University Place Neighborhood Financial Center
3929 Bridgeport Way West
University Place, WA 98466
- b. Email Address: Enaot253@outlook.com
- c. All Bank statements go to this Email address and are available for viewing/printing.
- d. Checking account is Operational Account
- e. Savings account is Program Account. When sending funds to colleges, use a bank Cashier's Check or check from this account, so as not to co-mingle funds.
- f. Petty Cash Savings Account. Accessed by Treasurer for Sunshine (cards etc) expenses.
- g. WEB MASTER: odiscrosby08@gmail.com 253-312-5787
- h. Officers should not be absent more than 2 consecutive meetings without legitimate excuse.
- i. Comply with any 501c3 or State agency requirements as needed.

8. ONBOARD THE INCOMING TREASURER

- a. At the end of the term, turn over all files/information (logins, passwords, keys etc) to the incoming Treasurer by July1.

Signature of Transitioning/Boarding members

Date

