

DUTIES OF A GSA TREASURER

GENERAL DUTIES AND POWERS (from GSA Bylaws, Article VII)

3. THE TREASURER

The Treasurer, under the direction of the Council, shall collect and disburse all funds of the Society except those for which other provisions shall have been made in the Bylaws and in the rules or resolutions of the Council. All funds, securities, and other investments of the Society shall be deposited in the name of the Society in the custody of banks or trust companies designated by the Council or the Executive Committee. The Treasurer shall keep records of all receipts and disbursements and other financial transactions and of the funds, securities, and other investments of the Society. The Treasurer shall submit an annual report to the Council as directed by the laws of the State of New York. The Treasurer chairs the Finance Committee and is responsible for reporting to the Executive Committee and Council whether the budgets presented to Council for approval are fiscally sound and whether the monthly expenditures are in line with the approved budget. The Treasurer also serves on the Executive Committee. He/she is advisory (*ex officio*) to the Audit Committee, the Committee on Investments, and the Programmatic Overview Committee, with or without vote as identified in the rules of each such committee.

PRIMARY DUTIES:

- Serve as Councilor and Executive Committee (Excom) member. Attend and participate actively in all Excom and Council meetings: two (2) in person per year, usually April/May and at the Annual Meeting, and teleconference meetings scheduled every month (ExCom) and as needed (Council).
- Participate in Finance Committee in person and bi-monthly telephone conferences.
- Membership on the following committees:
 - Executive Committee
 - Audit Committee
 - Finance Committee
 - Investment Committee
 - Programmatic Overview Committee
 - Ad Hoc Committee as assigned

GENERAL INFORMATION:

Policy on Council Meeting Attendance: Council has determined that the position of any member who misses three consecutive meetings of the Council without just cause will be considered vacant and will be managed in accordance to the bylaws of the Society (*Article V, Section 7*).

Expenses

The Council of the Society requests that expenses incurred in connection with service on committees or Council be paid from other sources whenever possible. *Participants who cover all or part of their own expenses may request, from the Headquarters Liaison, a receipt to allow income tax deductibility.* In the absence of such sources, reimbursement for expenses may be requested from the Executive Director.

No expenses will be paid for attendance at meetings held at the annual meeting. In unusual circumstances, requests for exceptions to any of these rules may be made to the GSA Executive Director.