

## **TSWB Treasurer Duties**

- To open and maintain the Tennessee Statewide Board bank account.

To deposit all funds to this account in a timely manner.

To disburse funds: invoices are paid after submission of invoices as long as they are within the approved budget. Would only need the Board Director's approval if the invoices are in excess of the approved budget.

- To open and maintain a PayPal account for the Tennessee Statewide Board.
- To be responsible for controlling the cash assets of the Board.
- To prepare financial statements and distribute them to the board as needed.
- Balance the bank account for the Board monthly.
- To notify the Board Director and/or Board in the event of any financial errors.
- To prepare a budget for the Tennessee Statewide Conference each year.
- File any necessary tax returns in a timely manner.
- To make available for inspection the records for inspection to any member of the Board.

The Treasurer Director is expected to attend all Board meetings and conference calls, which are held monthly with the exception of the last 4 to 6 weeks prior to the Statewide conference which may be more frequent.

Also, the Treasurer Director must be willing to travel within the state of TN up to 3 times per year for Face to Face Board Meetings? (Travel cost is covered by the Board).

The Treasurer Director must also be able to attend the annual TN Statewide Payroll Conference annually.

The Treasurer Director must have access to a computer, laptop, smartphone or other electronic device that can be used for communication with the Board members during the daytime, evenings, and weekends as needed.

The Treasurer Director one (1) vote in all Board matters.

