

Washington Association for Marriage and Family Therapy **Treasurer**

Term: Three years, beginning in January after election by WAMFT membership; followed by a one-year term as Past Treasurer.

Attendance Responsibilities:

- Board of Directors meetings
- Executive Committee meetings
- Annual Conference
- Holiday Party
- Annual Business Meeting
- Town Hall Meetings
- Fundraising Events

Dates:

Monthly (4 hour meetings)
Monthly
September (2 days)
December
August
Variable
Variable

Board Meeting Responsibilities:

- Participate in full Board of Directors meetings as a voting member, representing the interests of members within their community and membership as a whole.
- Display accountability toward visioning for the association, including participating in strategic planning, budget planning, activity assessment, etc.

Additional Responsibilities:

- Serve on the Executive Committee and as Chair of the Finance Committee.
- Maintain itemized financial records in accounting software.
- Provide payment to contractors / vendors and reimbursement to WAMFT board members and staff for qualifying expenses.
- Review with the WAMFT President the organization's employee(s) timesheets, run payroll, and review state and federal employee taxes in payroll software.
- Prepare quarterly actual to budget reports to review with the Board of Directors.
- Complete IRS Form 1099 / W-9, file B&O Taxes, and review federal tax return and audit information prepared by the WAMFT accountant.
- Work with the Finance Committee and Executive Director (as applicable) to prepare the annual budget, along with budgets for new events / programs, and present them to the WAMFT Board for approval.

- Oversee and review budgets for each committee, event, or programming as relevant.
- Oversee fundraising and procurement activities.
- Review annually with the WAMFT President the organization's directors and operators (D&O) and general liability (slip and fall) insurance policies.
- Regularly change passwords of open accounts, close those no longer utilized, update contact / recovery information, and maintain up-to-date records in WAMFT's password management software.
- Participate in association task forces or subcommittees as needed.