

# TREASURER

## **Qualifications:**

- Be a current member of PTA.
- It is preferred to have accounting or financial experience.
- It is preferred to have served as a local and council PTA treasurer or as a region financial advisor.
- It is preferred that a nominee has previously at least one term as a member of the Utah PTA Board of Directors.
- It is preferred that a nominee has served at least one year on the Utah PTA Finance Committee.
- Have skills in conflict management.
- Have a knowledge and understanding of the PTA mission, purpose and programs.
- Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.

## **Job Description:**

1. Know and support the mission of Utah PTA.
2. Utilize and update position procedure book and other materials and be ready to pass on to successor.
3. Review and update website pages related to this position on a regular basis.
4. Serve as a member of the Utah PTA Board of Directors, Board of Managers and Executive Committee.
5. Serve as chair of the Utah PTA Finance Committee.
6. Serve as a member of the Arts Grant, Awards and Grants Committees and the Givebacks Subcommittee.
7. Oversee the financial stability of the business of Utah PTA.
8. Coordinate/manage the financial well-being of the Utah PTA Board of Directors and Board of Managers.
9. Assist local and council PTAs and region support committees with their financial concerns and training.
10. Participate in National PTA state treasurers meetings.
11. In accordance with standard office procedures, the treasurer may delegate to, or request the assistance of, one or more of the office staff personnel in fulfilling these duties and responsibilities.