

SECRETARY-TREASURER

Term: The Secretary-Treasurer serves a term of two years (January 1, 2023 – December 31, 2024).

Duties of Secretary

- Meetings
 - Record the minutes of all Board and Executive Committee meetings and proceedings, certify the accuracy of such minutes, provide to Board for approval.
 - Distribute notice of all meetings.
 - File minutes in official minute books of the Register.

- Elections
 - Certify to the Board that all individuals nominated for elected positions are RPAs in good standing.
 - Obtain a signed statement from all individuals nominated for an elected position that if elected they agree to serve for their term of office before being added to ballot.
 - Receive and tally ballot votes.

- Miscellaneous
 - Attest the signatures of Register's officer and Board members as required.
 - Sign correspondence on behalf of the Board.
 - Certify current registration status of RPAs who sign a petition for Bylaws Amendment.
 - Certify and keep at the principal place of business of the REGISTER the original Articles of Incorporation or a copy, including all amendments or alterations to the regulations.
 - Keep the corporate seal, if any, and affix the seal to instruments as may be necessary or proper.
 - Maintain reports, certificates, and all other documents and records required by law.

Duties of Treasurer

- Financial Custodian
 - The Treasurer shall have access to records of all receipts, disbursements, assets, and liabilities of the Register and shall report to the Board on the condition of such records and financial condition of the Register at least quarterly.
 - Oversee charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all funds in the name of the corporation in banks, trust companies, or other depositories as shall be selected by the Board of Directors.
 - Keep and maintain adequate and correct accounts of the corporation's properties and business transactions including account of its assets, liabilities, receipts, disbursements, gains, losses and capital.
 - Maintain financial statements in accordance with generally accepted accounting principles.

- Reporting
 - The Treasurer shall cause to be prepared and submitted to the Board a financial statement showing the Register's net worth at the close of the fiscal year and cause a firm of outside certified public accountants to audit the organization's books and records at the end of each fiscal year and prepare requisite tax forms for Treasurer review and approval two weeks before the date taxes are due. A statement summarizing the findings of the audit and tax preparation shall be submitted to the Board for review no more than one month after these events are completed.
 - Exhibit at all reasonable times the books of account and records of the corporation to any Board member, or to proper persons on terms as are provided by law, on proper application during business hours at the office of the corporation where the books and records are kept.
 - When and as requested, render to the President and Board members all transactions as Treasurer and the financial condition of the corporation.
 - On the written request of any registrant of the corporation, and within five days after the request, mail to the registrant the then latest annual Statement of Financial Position and Statement of Activities of the corporation.

- Annual Budget
 - Prior to the beginning of the fiscal year, the Treasurer shall cause a proposed operating budget and capital expenditure budget to be presented to the Board for approval.
 - Serve as a check on the Executive Director by reviewing Register revenue and expenses.
 - Collaborate with the Executive Director on developing and executing the REGISTER'S annual budget.

- Accounts Receivable and Payable
 - Oversee receipt for monies due and payable to the corporation from any source whatever.
 - Oversee disbursement or cause to be disbursed the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for the disbursements.

Duties of the Register Board Member

- Serve as Officer of the Board, part of the Executive Team with the President, President-Elect and the Executive Director.
- Establish policies and directives governing the business of the Register.
- Act reasonably, prudently, and in the best interests of the organization.
- Avoid negligence and fraud.
- Avoid conflicts of interest.
- Ensure prudent use of all assets, including facility, people, and good will.
- Ensure the Register's activities and transactions are, first and foremost, advancing its mission.
- Make decisions that are in the best interest of the Register, not of the individual.
- Ensure Register obeys applicable laws and regulations.
- Ensure Register follows its own bylaws.

- Ensure Register adheres to its stated mission.
- Contribute to Register's culture, strategic focus, effectiveness, financial sustainability.
- Serve as Register ambassador and advocate.

Qualifications

- Current Registrant in good standing
- Prior experience serving the RPA in volunteer capacity
- Experience in record keeping and fiscal management
- Familiar with Robert's Rules of Order
- Familiarity with QuickBooks
- Strong organizational and communication skills
- Three Registrant references in support of serving as Secretary-Treasurer
- Demonstrated understanding of Register's Grievance and Disciplinary Procedures

Requirements

- Attend and actively participate in all Regular and Special Meetings as scheduled by the President. Two consecutive absences may be cause for removal.