

Title: Treasurer

Elected or Appointed Position: Elected every two years (Even Year)

Service: 2 years

Overview: The Treasurer will serve a two [2] year term. The Treasurer will be the chief financial officer of the Association. The Treasurer will: serve as a member of the Board of Directors; have custody of all funds and securities of WAND; see that full and accurate financial records are kept and audited annually formulate and audit the financial records; assist the President-Elect in formulating the annual budget for the following Association year; and report the financial status of the Association to the Board of Director and the membership. In the event added funding is needed for a non-budgeted project or item, the Finance Committee (appointed by the WAND Treasurer) will meet to review funding options and present the amount and revised budget to the WAND board in a timely manner.

Duties: Prepares Treasurer Report for Board Meeting, Assist with annual budget, Maintain accurate record of transactions, reimburse WAND Board members as needed for Travel, Education and supplies, chair of the Financial Audit Committee, provide year-end financial information for Principles of Affiliate Report

Checklist/Calendar:

Month	Duties	Done
June	Reimburse WAND Board Members as needed Balance Books Monthly Assist with Budget Process	
July	Reimburse WAND Board Members as needed Balance Books Monthly Submit Year-End Financial information for Principles of Affiliation Report Submit 990-N E-file – IRS report Submit payment for Certificate of Good Standing	
August	Submits Treasurer Report and Agenda items Attend August Board Meeting Reimburse WAND Board Members as needed Balance Books Monthly	
September	Reimburse WAND Board Members as needed Balance Books Monthly	
October	Reimburse WAND Board Members as needed Balance Books Monthly	
November	Reimburse WAND Board Members as needed Balance Books Monthly	
December	Reimburse WAND Board Members as needed	

	Balance Books Monthly	
January	Submits Treasurer Report and Agenda items Attends January Board Meeting Reimburse WAND Board Members as needed Balance Books Monthly	
February	Reimburse WAND Board Members as needed Balance Books Monthly Votes in WAND and National Election	
March	Reimburse WAND Board Members as needed Balance Books Monthly	
April	Attend Annual Conference Submits Treasurer Report and Agenda Items Attends April Board Meeting Attends Annual Business Meeting Attends New Board Member Orientation Reimburse WAND Board Members as needed Balance Books Monthly	
May	Reimburse WAND Board Members as needed Balance Books Monthly Updated Bank Account Contact information as needed	

Resources:

Academy Link: <http://www.eatright.org/affiliates/>

WAND Link: [www.eatrightwyoming.org](http://www.eatrightwyoming.org)

WAND Treasurer Reporting Checklist - Additional Information that will be provided during transition meeting in May

- IRS information
- Certificate of Good Standing information
- Checking account information