

OSCA board position descriptions

Treasurer

Current position holder:

Term of service: 2-year term of service. Currently 2014-16

Email: treasurer@oscainc.org

From the bylaws: The Treasurer, or the Treasurer's designee, shall receive all money payable to OSCA and shall disburse such funds as Executive Committee and Governing Boards may direct. The Treasurer will chair the OSCA Finance Committee. The Treasurer shall file a proposed annual budget for the upcoming year by May 31st.

Duties/responsibilities:

- Receive all board related money
- Manage the annual budget.
- File for non-profit status by June 31 each year.
- Coordinate with bank, accountant, credit cards, etc.

Committees:

- Chair Finance Committee
- Conference Committee (as an advisor to the conference committee financial appointee).
- Membership Committee (to assure that membership dues are being incorporated correctly into the budget)