



TREASURER Responsibilities and Qualifications

Roles and Responsibilities

- Act as financial manager of the Association
- Monitor and oversee paid outside service personnel
- Oversee receipts and disbursements
- Ensure current and accurate record keeping of incoming and outgoing funds
- Authorize and sign outgoing checks (in partnership with Financial Advisor)
- Serve on the Budget Committee and work with other committees and individuals as needed.
- Collaborate with Financial Advisor and Revenues Manager to prepare and submit financial reports to the Executive Committee and the Board of Trustees at official meetings and as requested.
- Provide reimbursement, tax exempt, and any other financial forms necessary for fiscal accountability of the association.
- Monitor the fiscal well-being of the organization.

Qualifications

- Must be a member in good standing of the Association
- Should have a thorough understanding of NYSATA programs and partnerships

Nomination Requirements

Complete nomination includes

- Nomination form
- Standardized vita
- Candidate statement
- Photo (head shot) minimum of 600 pixels in any dimension