

Position Title: Treasurer

Term of Office: Two (2) year term elected by the membership

Responsibilities:

- I. Finalizes the upcoming fiscal year budget by June OLCA Board meeting.
- II. Notify the chairman of each committee of the money budgeted for the use of that committee.
- III. Manage financial activities of the Ohio Lactation Consultant Association:
 - A. **Checking Account Receipts:** Deposit all monies received into an OLCA bank account. All checks and money orders received for deposit are stamped or endorsed "For Deposit Only, Ohio Lactation Consultant Association (Account Number)."
 - B. **Disbursements:** Pay promptly all bills incurred for OLCA activities. Reimburse committee chairman and officers after obtaining an itemized expense record from the person being reimbursed. Mail checks or electronically send funds to ILCA, IBLCE, ONA and other vendors for Affiliate dues, Continuing Education applications and other services received.
 - C. **OLCA Ledger Book:** Record all financial transactions in the OLCA Ledger Book or electronic media with a hard copy back up.
 - D. **Track Expenditures:** Track all expenditures against budget.
- IV. Present treasurers report at the Board meetings, and Membership meetings. Provide a written copy of the report to the Secretary and the President.
- V. Record membership annual dues from members
- VI. Coordinate membership information with membership chair.
- VII. Maintain a current policy and procedure manual specific to the position of Treasurer and copy to the President.
- VIII. Draft budget for the next year/incoming. Treasurer may call meeting of the Finance Committee OLCA Board of Directors (plus incoming Treasurer, if there is one) and one (two) member(s)-at-large who is knowledgeable regarding OLCA finances and assigned by the President for a one-year term to give input into the budget and review expenses.
- IX. End of year budget to be completed in timely manner to be approved at June (Spring) OLCA membership meeting.
- X. Submit financial records for external review at the end of each fiscal year.
- XI. Will consult with accountant annually regarding organizations tax status; financial review annually; professional financial review every other year with office of treasurer; audit as recommended by the accountant.
- XII. Maintain tax exempt status documentation with state of Ohio...

Meeting Attendance:

1. Membership meetings
2. Board of Directors meetings
3. Finance Committee meetings