

TREASURER RESPONSIBILITIES/EXPECTATIONS

REPRESENTATION

1. Follow Board member position description.
2. Serve as an Officer of the Federation and a member of the AFT-Wisconsin Executive Board
3. Chair the Budget Committee and Legal Committee and prepare agendas

ACCOUNTABILITY

4. Adhere to the Code of Ethics and Code of Conduct.
5. Monitor and review all income, investments and expenses of the State Federation
6. Regularly reports appropriate and accurate financial reports to Board in compliance with applicable accounting principles, laws, rules and regulations
7. Ensures that all records fairly and accurately reflect the transactions
8. All transactions are to be supported by accurate documentation in reasonable detail and recorded in the proper account and in the proper accounting period
9. Work with the Executive Assistant to ensure the timely payment of all bills authorized by the adopted budget of the State Federation
10. Work with Executive Assistant to submit a Per Cap report to the Executive Board prior to each regular meeting showing Per Cap numbers in each category for each local
11. Ensure an annual audit is completed.
12. Prepare and present a yearly financial report to the Convention.
13. Work with Executive Assistant to track legal case expense activity, determine local's liability, notify them of amount due, assist in grant preparation for attorney to complete, submit to national on a timely basis ?
14. Ensure accurate records of all receipts and disbursements. Work with Executive Assistant if questionable expenses are submitted.
15. Share with the President and the Executive Assistant the power to sign and endorse checks and make deposits.
16. Ensure assistance and training is provided for local treasurers.
17. Ensure that locals are notified of arrears.
18. Ensure the Executive Board is informed as needed of all bank balances and funds available.
19. Work with Executive to dispose of records, with Board approval and in accordance with the Records Retention policy, no longer needed for audit, tax, or compliance with federal, state or AFT regulations, rules or policies.

Salary & Payroll Tax	None
Retirement	None
Health Insurance	None
Reasonable Expenses (refer to Travel & Expense Guide)	Must adhere to Travel and Expense Guide. Those expenses over the limit will not be paid.
Mileage Rate	Executive Mileage rate: 75% of IRS rate
Out of State Travel	If paid for by AFT-Wisconsin, must be approved by Executive Board