

ABOS Treasurer

ABOS Treasurer is elected for a **four** year term of office (three years as treasurer and one as past treasurer). When a new treasurer is elected, the current treasurer becomes Immediate Past Treasurer for the following year and is included on the Board of Directors for one year.

Position Overview:

- Maintains an active membership in ABOS.
- Serves as a member of the ABOS Board of Directors.
- Serves on the Executive Committee.
- Attends monthly ABOS board meetings via conference call as scheduled by the president and prepares financial report for board meetings.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Serves on the Finance Committee.
- May be asked to serve on other standing or ad hoc committees.
- Receives complimentary registration to the annual ABOS conference plus a \$300.00 travel reimbursement (*subject to change*).

Treasurer typical duties:

- Serves as liaison between ABOS Board and ABOS fiscal agent Amigos (*subject to change*).
- Prepares monthly Financial Reports for ABOS Board
- Prepares annual ABOS Budget, working with Finance Committee and ABOS Board
- Confirms and authorizes payment of bills and reimbursement (working with fiscal agent)
- Maintains ABOS Checking Account
- Authorizes use of the ABOS credit card
- Prepares tax forms for the organization (Federal 990-EZ, IL Charity Bureau, IL Non-Profit)
- Renews ALA membership and serves as financial liaison with ALA
- Prepares a year-end financial report
- Offers financial guidance to the organization
- Serves as chair of the Finance Committee
- Retains financial and historical documents of ABOS
- Monitors the ABOS Treasurer Gmail account.
- Other duties as assigned.
- Commits an average of 2 hours per week to ABOS business.

Immediate Past Treasurer typical duties:

- Attends monthly ABOS board meetings via conference call.
- Attends any Board meetings and membership meetings that may be held at the ABOS annual conference.
- Provides advice and institutional memory to the current treasurer.

Prepared by W Ramsey 7/24/12

Revised by M Buckner 9/18/12

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Revised by Susan Parkins 8/21/20