

OHSVCA Treasurer Job Description

Position: Officer

Eligibility: Active member in the OHSVCA

Selection / Term of Service: Two years, elected in even numbered years

Reports: Directly to the President

Attendance Requirements (Mileage paid): OHSVCA & OHSAA meetings / events

Salary: None

Lodging Requirements (paid): OHSVCA and OHSAA meetings / events that necessitate an overnight stay

Duties:

1. Handle all money taken in during a calendar year.
2. Decide what type of accounts to hold and amounts in each.
 - A. Checking
 - B. Savings
 - C. Certificate of Deposits
 - D. Debit / Credit Card
3. Pay all bills. Reimburse members for appropriate documented expenses.
4. Provide written treasurer's report at Board of Trustee meetings and OHSVCA website.
5. Appropriations/Events committee reports directly to the treasurer. Monitor progress and oversee the appropriations and events committee.
6. Pay the scholarship winner upon verification of the college / institution.
7. Provide change and work admissions at OHSVCA events that charge admission.
8. Manage and maintain a projected annual itemized budget of expenses and revenue.
9. Issue contracts to salaried positions. Keep all contracts on file.
10. Serve as a member of the Executive Committee.
11. Attend OHSAA meetings upon request.

12. Attend all meetings / events of the OHSVCA.

13. Update contact information and news on the OHSVCA website.

Updated 3-15-09