

# CHESAPEAKE WATER ENVIRONMENT ASSOCIATION (CWEA)

## Committee Standard Operating Procedures (SOP)



<b>COMMITTEE NAME:</b>	Treasurer
<b>DESCRIPTION:</b>	The Treasurer serves as the association's financial officer and is responsible for accounting, tracking, and reporting all income, expenditures, and financial matters.
<b>TIME COMMITMENT:</b>	Approximately 1 hour per week for Treasurer duties, 2.5 hours every other month for the Association's board meeting.
<b>OBJECTIVES:</b>	To work in conjunction with the Association's Executive Manager, Secretary, Finance Committee, Audit Committee, and outside accounting firm to ensure proper handling and reporting of the Association's finances.
<b>DUTIES:</b>	<ol style="list-style-type: none"> <li>1. Reports to the Board of Directors.</li> <li>2. Serves as a voting member of the Board.</li> <li>3. Serves as the financial officer of the Association.</li> <li>4. Shall perform the fiscal duties and responsibilities of the Association to ensure that all monies due to the Association and Federation are collected carefully, and, without loss, transferred appropriately to the proper accounts; see that all expenditures are properly entered in the records of the Association, and the bills and vouchers for their payment are appropriate and in order; and sign or see to the signing of checks or drafts against funds of the Association, all in accordance with procedures established and approved by the Board of Directors.</li> <li>5. Is empowered, with the direction of the Association's Executive Manager, to: <ol style="list-style-type: none"> <li>a. disburse Association funds on a day-to-day basis as is necessary for the operation of the Association.</li> <li>b. make investments with Association funds, as directed by the Budget &amp; Finance Committee, Audit Committee, and Secretary, with prior approval by the Board of Directors, to the best advantage of the Association.</li> </ol> </li> <li>6. Shall ensure the financial records of the Association are maintained in a manner that enables fluid continuity of the Association's finances.</li> <li>7. Shall prepare and submit the following report for every board meeting: a financial summary of accrued income and expenses consistent with the annual financial statement.</li> <li>8. Shall present to the Board of Directors the annual report of the Association of all money received, expended, and on hand as of the 31st of December of the previous year and as of the end of the month preceding the annual Tri-Association Conference. Annual records shall be made available by the Treasurer for review annually by January 31<sup>st</sup> and/or as otherwise specified by the Board of Directors. Each year, the fiscal report shall be presented to the board and made available for review by others upon request, in conjunction with the Budget &amp; Finance and Audit Committees.</li> <li>9. Shall present to the membership at the annual business meeting the most recent year-end financial report, inclusive of updates to the date of the business meeting.</li> </ol>

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	<p>10. Shall work with the Budget &amp; Finance Committee as a standing member to review the financial status and policies of the Association and provide recommendations to the Board of Directors as warranted.</p> <p>11. Shall ensure that all Association bills are paid and financial obligations are met.</p> <p>12. Shall oversee that the Finance Policy is reviewed and updated as needed annually by the Finance Committee.</p> <p>13. Shall work in conjunction with the Executive Manager and Budget &amp; Finance Committee to prepare the budget prior to presentation to the Board for approval.</p> <p>14. Shall coordinate with the Association Secretary and Executive Manager in matters pertaining to file management, records retention, and the preservation of Association documents.</p> <p>15. Shall work with the Audit Committee and Executive Manager for the Annual Financial audit of the Association by an outside Certified Public Accounting firm.</p> <p>16. Shall work in conjunction with the Executive Manager to collect all requested information from the outside accounting services in order to properly file the Association's IRS Tax Forms in the time requested.</p> <p>17. Shall provide input to policy decisions of the Association.</p> <p>18. Shall not serve as the Budget &amp; Finance Committee Chairperson.</p> <p>19. Shall perform other duties as may be assigned by the Board of Directors.</p>		
<b>PROCEDURES:</b>			
<b>MEMBERSHIP:</b>	Required to be a WEF and CWEA member.		
<b>LEADERSHIP RETREAT:</b>	Required to attend.		
<b>LENGTH OF SERVICE:</b>	The term shall be two years, for a maximum of 2 terms as dictated in the by-laws.		
<b>BOARD MEETINGS:</b>	Required to attend all virtual or in-person Board meetings.		
<b>BUDGET:</b>	None		
<b>MAINTAIN WEBSITE COMMITTEE FOLDER:</b>			
<b>ADMINISTRATOR SUBMISSIONS:</b>			
<b>DATE:</b>		<b>REVISION DATE</b>	