

TEXTILE SOCIETY *of* AMERICA

Treasurer

Tenure:

The Treasurer is an officer of the Society, serving a four-year term.

Job Description:

The Treasurer coordinates finance-related activities with the Board, TSA National Office, and any outside financial advisors, including members of the Finance Committee, which the Treasurer chairs. The Treasurer serves on the Executive Committee. At the end of the Treasurer's four-year term, the treasurer will complete the annual budget reports for that year, including the symposium budget.

The Treasurer works with the TSA Financial Advisor, the Finance Committee and the TSA National Office to file appropriate papers each year. The TSA Financial Advisor is a hired consultant who prepares the tax statement annually on behalf of the organization and reviews the books

Specific Responsibilities:

- The Treasurer, in consultation with the new President and the outgoing President (the Advisor) appoints the Finance Committee.
- Biennially prepares a projected two-year budget for the organization, which is presented to the President and the Executive Committee and then to the Board at the Fall Board meeting in odd-numbered years. Financial statements with budget to actuals are reviewed at each Board meeting.
- Develops/reviews with the Finance Committee and Board the long-term financial plan.
- Maintains and updates the Accounting Manual
- Coordinates with TSA National Office procedures for keeping financial records, which management services will maintain and provide to the Treasurer and Board. Reviews monthly accounts prepared by the National Office and in consultation with Financial Advisor.
- Coordinates with TSA National Office, which receives all dues and payments. TSA National Office also makes all deposits and Treasurer reviews monthly financial reports for accuracy, coding and allocations
- Reports to Board on how dues receipts, TSA programs and scholarships/awards affect the budget.
- In consultation with the Board, investment advisor and Finance Committee, allocates and manages investment monies.
- Oversees compliance with Federal regulations relative to tax-exempt status [501 (c) (3)].