



## Treasurer Roles & Responsibilities

It is the responsibility of the Treasurer to act in the best interest of all counselors in the State of Delaware and represent them as a member of the Delaware School Counselor Association Board.

The Treasurer will:

- Serve for a one-year term. Should a life event occur that prohibits the Treasurer to perform their role, they will contact the President in a timely manner to help determine a course of action.
- Make deposits to the checking account on a minimum of a bi-weekly basis.
- Maintain a balanced check book.
- Keep detailed and accurate record of the debits and credits to the account so the accountant can maintain non-profit status.
- Provide a detailed account summary to the Board at the monthly meetings and then post to the Google Docs account for record keeping.
- Work in collaboration with the Professional Development and Membership Chairs to keep track of funds related to those areas.
- Provide timely payment of expenses such as, conference fees, meeting expenses, and other bills related to the association.
- Present organized records of the DSCA and NCC checking accounts, the money market account and CD to the accountant by no later than February 28<sup>th</sup> for tax filing purposes.
- Maintain an open line of communication with the accountant.
- Alert the DSCA President immediately of any discrepancy or problem regarding the accounts.
- Act as the administrator of the DSCA PayPal account.
- Be a member of the both the Delaware School Counselor Association (DSCA) and preferably the American School Counselor Association (ASCA).
- Attend regular DSCA Board meetings.
- Participate in regular professional development.
- Attend the Annual Spring Conference
- Fulfill other requests deemed necessary and appropriate by the DSCA Board.