

OKAEYC TREASURER

Qualifications:

1. A current member of OKAEYC.
2. Has a general knowledge of fiscal and budgeting practices.
3. Has been actively engaged in early childhood education, child development, child care or a related field.

Principal Functions:

1. Elected to serve as a member of the OKAEYC Governing Board for a two-year term beginning in an even-numbered year.
2. To attend all board meetings and present a Treasurer's Report.
3. To be familiar with the functions of and provide support to the Business Manager.

Responsibilities:

General responsibilities of every Board member include: participating in the annual conference, promoting OKAEYC membership, maintaining and submitting yearly an in-kind donation log, becoming familiar with and utilizing the strategic plan, and performing duties as needed and directed by the President or the Board.

1. Present the Treasurer's report consisting of a profit and loss statement and a balance sheet at each Governing Board and Finance Committee meeting. This report is prepared by and in conjunction with Business Manager.
2. Submit a Treasurer's report, even when the report is "no report," to the OKAEYC Business Manager at least one week prior to each Governing Board meeting.
3. Receive and approve requests for payment. This includes:
 - a. checking for proper documentation;
 - b. checking figures for accuracy;
 - c. checking if appropriate committee or budget category is charged; and
 - d. sending completed and signed documents back to Business Manager for payment in a timely manner.
4. Receive requests for changes in any budgeted amount from board officers or committee chairs:
 - a. Check for accuracy;

- b. Determine with the Business Manager the availability of funding in the budgeted category;
 - c. Act upon the request at the next Finance Committee meeting; and
 - d. Notify the person making the request of the decision.
5. Complete the bank reconciliation statement at least quarterly.
6. Assist the Member at Large - Conferences in preparing conference budgets for Finance Committee approval.
7. Work with Business Manager on the conference registration process.
8. Submit requests for proposed budget items or adjustments for the next year to the Finance Committee by September 1.
9. Present a proposed budget at the November Governing Board meeting for the next year based on an analysis of the previous year's budget and with input from the Finance Committee and Business Manager.
10. Assure the filing of IRS Form 990A by the OKAEYC Business Manager in conjunction with an independent Accountant for the previous year.
11. Assist the incoming Treasurer by clarifying the duties and responsibilities of the office.