

## **Position Description: UNWLA Regional Council Treasurer**

The Regional Council Treasurer is responsible for all of the RC's financial activities. She must be organized and have knowledge of basic bookkeeping.

This position serves a two-year term (not to exceed two consecutive terms) and reports to the Regional Council President.

### **Core Responsibilities:**

- Perform all duties as specified in the UNWLA Bylaws and standing rules.
- Prepare the annual budget.
- Maintain up-to-date records.
- Balance records and accounts.
- Prepare and furnish financial reports, as required by the Regional Council Board and National Board.
- Pay bills for authorized and budgeted expenditures. All checks require two signatures: President and Treasurer.
- Receive, record, and deposit all funds.
- Provide notice to Branches regarding annual dues to be paid to the Regional Council.
- Collect and record Regional Council dues from Branches.
- Ensure Branches pay their annual dues to Headquarters in full and by due date.
- File E-Postcard with the IRS by May 15 annually and ensure branches have filed their E-Postcards with the IRS.
- Attend meetings of the Regional Council.
- Prepare for audits and necessary tax reports.
- Submit audited reports at the Regional Council Annual Meeting.
- Distribute all informational and instructional materials issued by the UNWLA National Board.
- Prepare correspondence, as necessary.
- Serve as a member of the UNWLA National Treasurers Committee chaired by the National Financial Secretary.
- Chair the Regional Council Treasurer's Committee made up of the Branch Treasurers.
- Send balance of any remaining funds to UNWLA Headquarters in the event of the dissolution of the Regional Council.
- Perform other duties, as assigned by the Regional Council President.
- Collaborate with the RC President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Inform successor how to access Branch and RC Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Pass files on to the successor.