

Position Description: UNWLA Regional Council Treasurer

The Regional Council Treasurer is responsible for all of the Regional Council's (RC) 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 RC 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 RC 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 RC 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 RC Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Ensure all pertinent documents created by the RC Treasurer are uploaded to the UNWLA Google Shared Drive.
- Inform successor how to access the UNWLA Google Drive.