



Treasurer Job Description

7/25/2017

The Tire Society

810 E. 10th Street, Lawrence, KS 66044

www.tiresociety.org Phone: 785-865-9403, Email: tst@allenpress.com

Who: Tire Society Member selected by membership vote per Article V of the constitution. Ideally, a resident of the State of OHIO to satisfy legal incorporation requirements.

Term: 2 years minimum.

Reports to: President

Constitutional Responsibilities: Legal responsibility with other Tire Society officers for the operation of the Tire Society. Handle the financial and legal matters of the tire society.

ByLaw Duties of Officer, Article I, Section 4

- The Treasurer shall account for all monies of the Society to the membership and to the Executive Committee.
- The Treasurer shall be the disbursing officer of the Society and shall approve all expenditures by the Society upon authorization of the Executive Committee.
- The Treasurer may be required to give bond for the faithful discharge of his duties, to the extent as may be required by the Executive Committee.
- The Treasurer shall prepare an annual budget and present it to the members at the Annual Meeting.
- The Treasurer shall prepare an annual report on the state of the finances of the Society in accordance with ARTICLE IX of the Constitution.

Specific Responsibilities

- Attend and vote at Executive Committee meetings.
- Report financial condition on quarterly basis
- Manage annual tax filing for the Tire Society
- Manage legal certifications and documentation with local, state and federal governments.
- Manage officer liability insurance for the protection of the Tire Society Officers
- Manage investment of Tire Society Financial assets.

Other Responsibilities: Lead finance committee for special projects deemed necessary by the executive committee or Treasurer.