

Treasurer Responsibilities

1. Shall read and familiarize him/herself with LLPOA Handbook.
2. Shall be responsible to the President and the Executive Board.
3. Shall prepare a monthly accounting, to be presented and reviewed by a qualified accountant each month.
4. Shall present the accountant's report to the board at the following board meeting.
5. All unspent money shall be put in the Emergency Fund to maintain a \$15,000.00 balance. Any amount spent from this fund in excess of \$1,000.00 shall be voted on by the general membership.
6. Shall make a full financial report at each meeting.
7. Shall present the financial accounting twice a year, at the Regular Membership Meetings, which shall include records from September through April and May through August.
8. Shall maintain general ledgers of funds.
9. Shall pick up all mail and distribute accordingly.
10. Shall receive, record and deposit dues paid by members. Shall distribute annual NLV, watercraft tags and stickers and guest passes to each member upon receipt of dues.
11. Shall file all necessary tax forms.
12. Shall be at the Pear Street Complex from noon until 1:00 p.m. to collect dues on the day of annual meetings.
13. Shall handle all real estate transactions with the President for the Association in conjunction with the attorney.

- 14.** Shall notify accountant and insurance representative when an asset is purchased or sold including real property.
- 15.** Shall attend all executive board and general membership meetings.
- 16.** Must be on budget committee.
- 17.** Shall provide a mailing list for the mailing of the Newsletter and in conjunction with the Secretary ensure its mailing.
- 18.** Shall accept and document sealed bids.
- 19.** Shall have the authority to present overdue members' accounts for collection.
- 20.** Shall prepare a list of non-voting members to the Board of Directors prior to the general membership meetings.
- 21.** Incumbent Treasurer shall turn over all records within thirty (30) days.
- 22.** Shall report to the Secretary of State when a new Board Member is elected.
- 23.** Shall record biennial reports with the Secretary of State.
- 24.** Shall manage the College Assistance Program.
- 25.** Incumbent Treasurer shall turn over all records and equipment within thirty (30) days.