

Treasurer's Position Responsibilities

Florida Association of Colleges & Employers (FloridaACE)

Three-Year Term with Two-Term Limit

Qualifications: Membership for Two or more Consecutive Years

1. Reports and is responsible to the President and the Executive Board of Directors.
2. Advises the Board and President on a regular basis of the Association's financial position.
3. Attends all Board of Directors' meetings.
4. Collects and deposits all incoming funds in a timely fashion including: membership dues, conference registrations, vendor registrations, and donations to the organization.
5. Handles the financial matters of the Association, maintaining accurate records of all financial business of the Association. (Defined in Constitution).
6. Prepares and presents standardized financial reports at all Board Meetings and Annual Business Meeting. (Defined in Constitution).
7. At the fall meeting:
 - A. Presents a final report that shows all the previous year's income and expenses including all conference costs. The report should show the balance brought forward to support the next year's activities.
 - B. Presents a proposed budget for the coming year to be approved by the Board. (Defined in Constitution)
8. Suggests to the President and the Executive Board of Directors ways to maximize interest received on reserve funds (when applicable).
9. Surrenders all financial records for the annual financial audit upon request of the Past President, President or the Executive Board of Directors.
10. Collaborates with the Past President to update the archived historical budget data to reflect the past year's financial activities.
11. Surrenders all financial records to succeeding treasurer and provides the new treasurer with a review of the financial records and training on his/her responsibilities. Provides needed training to new, incoming treasurer and any other appropriate Board members within two months of new members service on the Board.

12. Meet with an accountant to complete and file federal tax forms and reports and maintain non-profit status.
13. Files the Annual Report with the State of Florida Division of Corporations between January 1 and May 1 and update officer information as required.
14. Assists the Vice President in planning the annual conference.
15. Upholds, at all times, the policies and procedures of the Association.
16. Performs other duties as assigned.

(Updated 2019)

