

# Treasurer



# Association for Teen-Age Diplomats

The Treasurer shall be a member of the Board of ATAD, and be elected by the Board of Directors for a term of three years. The Treasurer shall be a member of the Executive Committee.

Responsibilities:

**1. Meet all responsibilities of an ATAD board member.**

**2. Attend to financial obligations of ATAD.**

- Maintain checking account.
- Pay bills as they are due.
- Make prompt reimbursements for expenses paid by board members or others who have submitted approved requests with appropriate documentation.
- Receive all payments due to ATAD.
- Receive all contributions made to ATAD. Acknowledge each contribution promptly upon receipt.

**3. Prepare a budget proposal in consultation with the president to be presented to the board annually for their consideration and approval.**

**4. Oversee ATAD investments and make recommendations to the board as needed when any change is deemed appropriate.**

**5. Maintain the books for ATAD, prepare reconciliations, and make financial records available for inspection as required by law.**

**6. Provide regular reports on the financial condition of ATAD.**

- Budget vs. Actual expense and income report for every board meeting.
- Balance Sheet report.
- Collaborate with our accountants at the close of each fiscal year to prepare and file:
  - Annual Financial Statements.
  - IRS Form 990.
  - NYS Form CHAR 500.
  - Any other documents that may be required.

**7. Insurance.**

- Maintain continuous coverage for general liability.
- Arrange for “also insured” documentation as requested.
- Maintain continuous coverage for Directors and Officers liability.
- Arrange for and enroll International Students in a comprehensive travel insurance plan that meets or exceeds current standards set by US State Dept. and/or CSIET.
- Ascertain from program chairs arrival and departure dates for IS.
- Provide copies of IS insurance documents to host families, students, and program chairs.

**8. Receive and summarize applications for AO Financial Aid requests.**

- Meet with Executive Committee to review requests and to make awards.
- Maintain confidentiality of all documents received.

**9. Determine payment schedule for AO fees.**

- Provide appropriate invoices and statements to families.

**10. Consult with program chairs regarding requests for IS financial assistance and disburse funds as approved.**

**11. Attend other meetings or orientations as needed.**