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# Treasurer

**TERM** Two Years (July to July)

## OBJECTIVE

Oversee financial management and reporting to ensure the financial integrity and stability of Texas PTA.

## DUTIES

- Chair the Budget and Finance Committee;
  - Oversee subcommittees and workgroups;
  - Serve as ex-officio on all subcommittees and workgroups;
  - Host regular committee meetings;
- Chair the Emergency Relief Fund Subcommittee;
- Chair the Disaster Relief Fund Subcommittee;
- Work with the Director of Finance to prepare an annual budget;
- Review monthly financial statements and make recommendations as necessary;
- Work with the Director of Finance to ensure association is recording financial information on a modified accrual basis;
- Ensure a financial report is presented to the board of directors at each meeting;
- Lead financial workshops at LAUNCH;
- Write monthly online communication, Treasurer's Corner;
- Host quarterly Council Treasurer webinar;
- Collaborate with Texas PTA staff to respond to member, board and staff inquiries and communications in a timely manner;
- Collaborate with other leaders and staff to set the strategic direction of the association;
- Serve on committees of the Texas PTA Board of Directors, as assigned by the Texas PTA President; and
- Serve as treasurer of Lone Star Statewide PTA.

## COMMITMENT

- Attend three in-person meetings of the board of directors annually (typically held in September/October, February and July and tied to events when possible) and be available for conference calls or webinars as needed;
- Represent Texas PTA at the following events:
  - LAUNCH (typically held in July);
  - All-Committees Weekend (typically held in September, following election);
  - Rally Day at the Capitol (typically held in February when the Texas Legislature is in session);
- Attend Lone Star Leadership Weekend, at the invitation of the Texas PTA President (typically held in June); and
- Represent Texas PTA as assigned by the President.

## PREFERRED SKILL SET

- Comprehensive knowledge of and passion for PTA;
- Comprehensive knowledge of financial policies and procedures;
- Strong leadership skills;
- Above average presentation, written and verbal skills;
- Deadline-oriented;
- Professional appearance; and
- Ability to work well with others.

## SUPPORT

Work in partnership with the Director of Finance and Texas PTA Staff to execute the activities of the Budget and Finance Committee.

1-800-TALK-PTA

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TXPTA.ORG

