

Title: **Secretary-Treasurer**
Term: 1 year
Bylaw references: Article III, Section 2 & 6; Article IV, Section 1 & 5;
Article VII, Sections 1 & 3
Responsible to: President, Board of Directors, Members
Summary: Chief financial officer for the corporation responsible for general policy oversight of accounting and financial management procedures; corporate secretary; officer responsible for "Spring Workshop" program.

Examples of Major Responsibilities:

- Member, Executive Committee, Board of Directors and Nominating Committee
- Official custodian of corporate records and funds
- With assistance of President, responsible for: preparation of annual budget proposal with direction from the Chair, monthly balance sheet and income/expenditure statements, annual audit, IRS return of tax exempt organization, & corporate registration, collection of membership dues and receivables, maintenance of directors & officers liability insurance, attestation of signature of Chair or other officers, recording and filing of official minutes of the corporation
- Program planning and coordination for annual "Spring Workshop" for members, including: organization of a Spring Workshop planning committee; selection and negotiation of contracts for location, meeting & lodging facilities, speakers, and support services; solicitation of sponsors; developing and implementing a program budget consistent with the annual GEDA budget; publicity and registration materials; review and approval of program expenses; coordination of support by committee volunteers and staff; obtaining and tabulating workshop evaluations; transmitting workshop planning information to the next Secretary-Treasurer.
- Officer normally nominated to serve as Second Vice President for the following business year