

Treasurer Job Description

Duties of all Issaquah PTSA Council officers and board members:

- Each member of a nonprofit board has three legal duties, collectively known as their “fiduciary” duty. A fiduciary is a person who holds something in trust for another. A PTA board is charged with holding the well-being of the PTA in trust for its members. The three legal duties are:
 - Duty of Care: to pay attention to the organization’s activities and operations and to comply with applicable federal, state, and local laws;
 - Duty of Loyalty: to put the interests of the organization before personal and professional interests;
 - Duty of Obedience: to remain the guardians of the mission and ensure funds are spent on the mission.
- Be familiar with the vision, mission, goals, programs, and resources of Issaquah PTSA Council, WSPTA, and National PTA and lead their implementation within the council area.
- Be knowledgeable of and perform the duties included in the Issaquah PTSA Council Standing Rules, [WSPTA Uniform Bylaws](#), [WSPTA Policy Manual](#), [the Standards of Affiliation agreement](#), [the Council Handbook](#), role-specific Handbooks, and basic parliamentary procedure.
- Manage council finances in a fiscally prudent manner in accordance with the approved budget and approve the financial review.
- Communicate regularly with fellow council officers, committee chairs, and local PTA officers and delegate responsibilities appropriately.
- Assess needs, requirements, and desires of local PTAs, and develop proposed budgets, plans, programs, and workshops to serve those needs.
- Reach out to leaders of under-represented groups to encourage participation and collaboration on shared goals to improve the lives of children.
- Present recommendations to the membership for action.
- Facilitate and attend Issaquah PTSA Council, WSPTA, and relevant local PTA events.
- Transact necessary business between membership meetings.

Duties of the Issaquah PTSA Council Treasurer:

1. Maintain accurate financial records.
2. Receive, issue receipts for, and deposit promptly in an authorized PTA account all funds, and disburse funds according to the approved yearly budget.
3. Present a written financial report each month and at each regular meeting and such other times as requested by the president or any member of the board.
4. Serve as chair of the budget committee and present the budget to the membership.
 - a) Chair the budget committee to develop and present the budget for the following year.
5. Prepare and file the appropriate IRS informational forms (990-N, 990-EZ or 990 and 1099-NEC), annual incorporation renewal to Secretary of State, Charitable Solicitations report, business license, and any city/county licenses in a timely manner
6. Ensure that appropriate and adequate insurance (liability insurance at a minimum) is purchased for the PTA.
7. Maintain a copy of the Council’s [Legal Documents Notebook](#).
8. Close the books at the end of the fiscal year and submit the books and records for financial review to the financial review committee no later than thirty days thereafter.
9. Submit any dues collected to WSPTA by deadlines prescribed by WSPTA policy.
10. Be knowledgeable of and perform the duties included in the [2021-2022-Treasurer-Handbook-vOct2021 \(4\).pdf](#)
11. Performs any other duties designated in council’s standing rules or as requested by the president.