

TREASURER
Responsibilities and Requirements
January 2020

The Treasurer conducts and/or oversees the management of the financial affairs of REA, the execution of which has a strong impact on the public's perception, trust, and assurance in REA as a whole. The Treasurer is elected by the REA membership for a two-year term, renewable for one additional term. The Treasurer serves on the REA Board of Directors, the Steering Committee, and the Program Planning Committee. Responsibilities of the Treasurer are supported by the Executive Secretary and include the following:

- Chair of the Finance Committee of the Board of Directors
- Oversee financial activities of the Association, including managing its investments.
- Prepare/review quarterly financial reports and annual budget.
- Present financial reports at Board meetings and Annual Business meeting.
- Arrange for CPA assistance when needed.
- Arrange and supervise periodic audits.
- Ensure annual tax reports are filed.
- Work with Advancement Committee to oversee and interpret data collection to aid Board's decision-making (e.g., attendance, membership, program participants).
- Meet these expectations of all REA Board members:
 - Maintain current REA membership.
 - Attend Board meetings:
 - the spring Board meeting in February or March, lasting from Thursday dinner through Sunday noon. Board members are reimbursed for expenses to attend the spring meeting;
 - the Board meetings before and after the Annual meeting, on Thursday evening and Sunday afternoon. Board members pay their own expenses.
 - the REA Annual Business Meeting;
 - the Advisory Council meeting, held Sunday noon immediately after the Annual Meeting.
 - Attend REA annual meeting and assist with moderating sessions, hosting speakers, interpreting Board actions to members, taking notes, and similar activities.
 - Submit annual reports to the Board on the activity of the Committee.
 - Serve on the Nominating Committee during the final year of one's term.
 - Assist in articulating and communicating REA's identity and vision for a broad

audience.