

SECRETARY/TREASURER

Quick Reference Guide

ROLE

The Secretary/Treasurer of the KY/TN Section AWWA is proudly responsible for assisting the Section Chair in the leadership, guidance and implementation of the mission of the Section; as it pertains to the vision, mission, core principles, and strategic goals and objectives of the Section and the Association. Oversees the financial administration of the Section, the financial review procedures and financial reporting, and advises the Board on financial strategy and Section investments.

Responsibilities:

1. Works closely with Executive Director to maintain financial records relating to all Section funds.
2. Review Section bank statements and investment statements.
3. Protect the Section against fraud and theft by ensuring safe custody of the money.
4. Ensure that the Board of Trustees understands its financial obligations.
5. Prepare quarterly reports for the Board of Trustees outlining the current financial situation, looking at possibilities for the future.
6. Ensure that the Section complies with tax regulations as they pertain to a 501(c)(3).
7. Review all internal processes and reporting methods at least annually.
8. Serve as Finance Committee Chair and schedule and facilitate an end-of-year meeting to discuss and establish the proposed Section Budget for the following year. Present the proposed budget at the Section Winter Board Meeting.
9. Develop a basic understanding of accounting and a working knowledge of the laws governing the Section's operation.
10. Review, correct if necessary, and approve minutes of all Board meetings and conference calls.
11. Advise the Chair and Board of Trustees regarding past decisions and financial position.
12. Attend and participate in all meetings and conference calls of the Board of Trustees, the Section Fall Leadership Retreat, and the Joint Steering Committee.
13. Perform other duties as may be assigned by the Section Chair.
14. Review and sign Section 990 Return. Review annual Financial Statement.
15. Review and recommend (as needed) changes to the Section Employee Handbook.
16. Participate in the annual performance review process of Executive Director. Review the annual performance review and recommendations of other Section staff as submitted by the Executive Director.

17. Serve as Board Liaison to any committees established for the purpose of philanthropic initiatives.
(Refer to Board Liaison *Quick Reference Guide* for list of responsibilities.)