



### **Roles and Responsibilities**

The Secretary-Treasurer performs the following primary tasks during his/her year in office:

- Manage the Western District finances, overseeing reserves, accounts receivable, expenses and bank accounts, including the Endowment Fund bank account and investment account;
- Maintain the Western District checkbook;
- Take minutes at the Western District Board and Annual Business meetings;
- Coordinate the Western District election process with the District Administrator, including: notification in *WesternITE* with election dates and instruction for receiving a paper ballot, ballot preparation, production, distribution and ballot validation;
- Administer the Western District Travel Reimbursement Policy;
- Coordinate with the Western District Annual Meeting Local Arrangements Committee on budget and financial records;
- Oversee the financial activities involving the Western District Student Endowment Fund;
- Oversee the Western District Accountant and submit the Quicken check register to the Accountant or Vice President for review on a quarterly basis;
- Provide records to the Western District Accountant as needed for preparation of the tax return (during your term as Vice President); and
- Prepare the Western District Annual Budget.

The Secretary-Treasurer coordinates with the other Western District officers and committee chairs over the course of the year to support ITE initiatives and policies. Many of the tasks have been developed by prior office holders and now are on electronic files that ease the administrative tasks. A paid accountant prepares the District's tax return.

During the term in office, the Secretary-Treasurer is required to attend two meetings: the Winter Board meeting (typically in the city where the current President resides) and the Annual Meeting (which rotates around the Western District). The Winter meeting is typically the last Friday in January or the first Friday in February. The Annual Meeting is typically in late June, the middle of July, or sometimes in August when the meeting is joined with the International ITE meeting. The Western District provides reimbursement for travel of the Secretary-Treasurer to the Winter meeting (typically a one- or two-day meeting) and the Annual Meeting (typically a four- to five-day meeting). The Secretary-Treasurer's registration and tickets for the Western District Annual Meeting are not reimbursed, nor is travel to International ITE conferences (except when they are joint meetings with the Western District).

The Western District also pays for travel of the Secretary Treasurer to attend an Officer Transition meeting in late September or early October before taking office, when the current officers provide orientation for the Secretary-Treasurer elect.

## **Western District Secretary Treasurer Calendar of Duties**

### **OVERVIEW**

This document provides month-by-month tasks that the Secretary-Treasurer will typically undertake during their year in office but starting as soon as elected. Current officers on the Western District Board can provide valuable input and training since they previously held this position and would typically have performed the duties of this job. ITE headquarters staff, [www.ite.org](http://www.ite.org), and the District's website also provide information and sources of information on issues that arise during the year. Consider the Vice President as the primary mentor along with the President for additional coordination and information.

While the role as Secretary-Treasurer will not officially start until January 1, the Secretary Treasurer-elect will be expected to participate in an Officer Transition Meeting in late September or early October (the District's fiscal year is from October 1 to September 30).

The Local Arrangement Committees (LACs) and the Endowment Fund are part of the District. They use the District's taxpayer identification number, and their income and expenditures are included in the District's annual tax return. You will be involved with maintaining financial records for the LAC and the Endowment Fund, to a varying extent depending on the capabilities of the LAC and SFIC Chair. Be sure that they have your information listed for all accounts so that you can view online statements as soon as possible since you will need to be reconciling each of your monthly statements with your Quicken Records. This is a good time to get a password from the bank to allow for electronic transfer of funds during the year.

The District is a Section 501(c)(3) tax-exempt organization with its own taxpayer identification number. Contributions and sponsorships are considered to be tax-deductible to the donor. However, ITE Headquarters' opinion is that the sections and chapters within the District are not covered under the District's 501(c)(3) status.

Go through the District records as soon as you receive them to familiarize yourself with each file. Compare the checking, savings, and Endowment Fund account register balances with the bank statements and budget sheets to verify that they are in agreement as of January 1. If not, check with the prior Secretary Treasurer to resolve differences.

As the monthly bank statements are available online, reconcile them with the checking and savings account registers.

Maintain a balance of at least \$10,000 in the checking account at all times during the fiscal year to reduce the chance of overdraft fees. Transfer funds from the savings account as necessary. Funds may be transferred between accounts electronically.

Promptly file all expense claims, receipts, deposits, financial statements and all pertinent District-related correspondence in the appropriate electronic file when they are sent to you throughout the year. When writing checks, transferring funds and

making deposits, record the appropriate three-digit numeric account number code next to the Quicken register entry. Use Quicken as a checkbook register and to manage various Western District accounts. Pay appropriate invoices presented to the District for expenses that are clearly anticipated and included in the Budget. Consult with the Vice President or the Executive Committee to handle unique or unexpected expenses that are not clearly listed within or included in the budget. Obtain confirmation from at least four (4) Executive Committee members prior to paying for unique or unexpected expenses. E-mail is suitable for concurrence and ensures that all Board members are aware of the issue. The Executive Committee may authorize unbudgeted expenses; however, the Secretary-Treasurer should remind the Executive Committee of fiscal responsibility and financial consequences of doing so.

Promptly transfer any payments for *WesternITE* Professional Service Directory, Positions Available, and sponsorships made through the District's PayPal account to the District checking account and notify the *WesternITE* Advertising Manager and Web Manager. Record the payments and the corresponding PayPal fees as separate entries in Quicken with the appropriate three-digit numeric account number code. Payments may also be made with checks that will be submitted directly to the Secretary-Treasurer or through the *WesternITE* Advertising Manager. These should be deposited in one of the Bank accounts promptly and recorded in Quicken.

Travel is one of the largest items in the Western District budget. Reimbursement requests for travel expenses must meet the criteria in the current District policy for travel. E-mail the web link of the District's Travel Reimbursement Policy and Travel/Expense Reimbursement Request form to all newly elected officers and new Board-appointed committee chairpersons. Forward travel reimbursement requests for committee chairpersons to the Vice President for approval, and for International Directors, Past President, and officers to the Senior International Director and President for approval.

Review the upcoming fiscal year District budget approved at the Annual Business Meeting and incorporate these budget line items (if not already done) into Quicken under your Fiscal Year. Notify all District Committee chairpersons of their budget allowance for the coming fiscal year.

### **AFTER BEING ELECTED AT THE ANNUAL MEETING**

- The Vice President-elect should direct you to electronic versions of relevant materials, including this Secretary-Treasurer Handbook and other items on the website or OwnCloud. This Handbook contains helpful information pertinent to fulfilling your duties.
- Discuss a possible schedule for the Officer Transition Meeting for the fall with the current Secretary Treasurer, Vice President and President. This meeting will provide an opportunity to gain familiarity with the District's budget and accounting system and ask about any of the duties that are unclear.
- Coordinate with the Vice-President Elect to obtain a copy of the District's Quicken file prior to Officer Transition Meeting. If possible, develop familiarity with the

program prior to this meeting. A copy of the file is stored on a shared directory that is accessible by the Secretary-Treasurer as well as the other officers.

- The District Board communicates via e-mail throughout the year. Send each officer an e-mail and ask to be included in the mailing list used by the previous year's officers (forward your data and a head shot to the web manager for inclusion on the Western District web page). Additionally, request to be given online access to the District's bank and Paypal accounts so that you may familiarize yourself with the District finances. Also, ensure that you are updated with ITE Headquarters staff, all ITE leadership directories, and be sure that your preferred email address is also provided, etc. to avoid missing key information.
- Review the District's Travel Reimbursement Policy (see [www.westernite.org](http://www.westernite.org) "Leadership Tools" for a copy) and send an estimate of your travel-related expenses for the coming year to the President.
- Obtain the District's latest electronic letterhead. Utilize this letterhead for all letters written by you as Secretary-Treasurer of the Western District and sign such letters with your officer title, accordingly.
- Attend the **Officer Transition Meeting**. The key aspects of the meeting include:
  - a. Review of responsibilities and background
  - b. Review of bank, investment, and PayPal accounts
  - c. Review of key deadlines (many described herein)
  - d. Coordination with accountant
  - e. Review of key accounts and advertising clients
  - f. Winter and annual meeting responsibilities
  - g. Review of Quicken and how it and various accounts are utilized by the District
  - h. Visit the bank and sign the bank signature authorization/change of address card for the checking and all other Western District accounts
  - i. Obtain a password from the bank for electronic transfers and to view electronic bank statements

## JANUARY

- The previous Secretary-Treasurer will report on the year-end financial information at the Winter Board meeting.
- Make travel arrangements to attend the Winter Board meeting. Pay for deposits, if any, needed for meeting room used at Winter Board meeting.
- Send a letter to the Nominations Committee Chair acknowledging your commitment to be a candidate for Vice President of ITE Western District.
- Take minutes at the Winter Board Meeting. Refer to the files for typical format.
- As soon as possible after the meeting, send draft copies of the Winter Board Meeting minutes to the Board members for review. Prepare a summary of highlights of the meeting minutes in newsletter article format and send it to the *WesternITE* Managing Editor for publication in the Spring *WesternITE*. The Board

members should also review the article prior to forwarding to *WesternITE*. See previous issues of *WesternITE* for article format. If you have any questions on the content of the article, contact one of the other District Officers. Due to the deadline for the Spring *WesternITE*, you typically have a very short time, possibly only one to two weeks to complete this task. E-mail and telephone calls are usually necessary to send the draft out and receive comments back in time.

- Candidates for District office are announced at the Winter Board Meeting by the Nominations Committee Chair. Along with the article on the minutes of the Winter Board Meeting, send a statement to the *WesternITE* Managing Editor for publication in the Spring issue of *WesternITE* announcing the nominated candidates. The statement must read as follows:

"The following candidates have been nominated as candidates for Western District officers:

President: [usually current Vice President's name]  
Vice President: [usually current Secretary-Treasurer's name]  
Secretary-Treasurer: 1st Candidate's name  
2nd Candidate's name  
International Director: 1st Candidate's name  
2nd Candidate's name

The order in which the names of the candidates appear should be coordinated with the Nominations Committee Chair. In addition, a statement must be included that indicates that members wishing to vote by paper ballot can request them from the District Administrator.

- A coin flip should be conducted at the Winter Meeting to determine the order of names on the ballot. If the coin flip is not conducted at the Winter Meeting, the flip can be done over the phone with the mutual consent of the candidates as to the approach utilized. The winners can choose to be placed first in electronic media, if they wish, or have their candidate statement listed first in the printed *WesternITE* (but not both).
- Look for the professional liability insurance invoice to arrive from the District Administrator (DA). All insurance invoices are mailed to the DA since his/her address is more stable than the Secretary-Treasurer from year to year. This invoice is due in February. If you do not see an invoice by January, notify the DA and he/she will request an invoice. If the invoice is not paid, they can drop our insurance. This will be the first of two insurance policy invoices to be paid annually, the second invoice, for director and officer liability, is paid in June.
- Verify that the Bank has acknowledged receipt of the signature authorization/change of address card before you sign checks to avoid having them bounce. Use BillPay through the bank's website in lieu of writing checks. The benefits of using BillPay other than not having to write a check or use a stamp are that lost checks can be re-issued without a fee, you can include information about the payment

for better record keeping, all other officers with access to the account can see the check register, and uncashed checks are void after a certain amount of time.

#### **APRIL**

- Quarterly, the Secretary-Treasurer will receive checks from International ITE Headquarters for Western District dues collected by them that will need to be deposited until such time as HQ converts to direct deposit. If authorized by the Board, transfer a specified portion to the Endowment Fund (as of 2013, \$2.00 from each member paying regular dues and \$1.60 of Affiliated Agency dues).

#### **MAY**

- Register for the Annual Meeting and make appropriate travel arrangements. The Annual Meeting LAC is to negotiate free hotel rooms at the Annual Meeting hotel for the three District Officers. Contact the Hotel Chairperson of the Local Arrangements Committee (LAC) to verify that this has been done and to receive whatever information you need to guarantee your room reservation and any other hotel needs you may have.
- The Directors and Officers (D&O) Liability insurance premium is due in June. The invoice should come to the District Administrator who should forward it to you for payment. If you have not paid this invoice, contact the DA to get the invoice amount. If this premium is not paid in 30 days, they can cancel the policy.
- Coordinate with the Vice President regarding preparation of the draft budget by the first week in June to help you initiate the process of preparing your draft budget.

#### **JUNE**

- Prepare a packet for the President including the following:
  - Draft Budget Spreadsheet (see prior examples)
  - Memo summarizing the budget proposal and fund balance/reserves of District
  - Memo summarizing key activity undertaken by the Secretary-Treasurer
  - Minutes of the Winter meeting (already modified through Board comments)
- Prepare a budget report for the Annual Meeting containing several spreadsheets including a current year-to-date budget statement, a projection of the budget at year-end and a proposed budget for the next fiscal year. Refer to the previous Annual Meeting budget reports in the files for the expected format. Email a copy of the report to the President approximately one month before the Summer Board Meeting in time to include it in the meeting agenda packet which the President sends to Board members prior to the Summer Board Meeting.
- Calculate the fund balance of the District (i.e., funds available in the checking and all savings accounts). If time permits, update the budget report that you will present at the Summer Board Meeting.

## JUNE/JULY – ANNUAL MEETING

- Note: If you do not include your material in June for the President to distribute to the Board members, you will need to bring approximately 30 copies (three-hole punched) of any material you wish to hand out at the meeting.
- Attend the Summer Board Meeting (usually Sunday 9 a.m. to 5 p.m.) and present the budget report. Attend the Leadership Breakfast (usually Tuesday morning around 7 AM) and the Annual Business Meeting (usually Tuesday luncheon) and present the status of the current budget and the proposed budget for the coming fiscal year to the membership. You will need to make copies of the proposed budget from the Sunday Board meeting for the Tuesday Annual Business Meeting. You should typically provide copies for about half of the anticipated luncheon attendees to share. This will require finding a business center or photocopy shop to make the copies of the budget **and** the agenda for the meeting prepared by the President. You may be able to coordinate with the LAC in advance for them to get these printed.
- Take minutes at both the Summer Board Meeting and the Annual Business Meeting. Refer to the files for typical format.
- Some award recipients may not be present at the Annual Meeting or might have left the meeting early. After returning from the meeting, a personalized letter will need to be prepared to accompany each remaining award or certificate and transmitted on behalf of the District by the Secretary-Treasurer.
- As soon as possible after the meeting, send draft copies of minutes of both meetings to the Board members for review. Prepare a summary of highlights of minutes of both meetings in the form of separate newsletter articles. Forward them to the Board for review, and then send them to the *WesternITE* Managing Editor for publication in the Fall *WesternITE*. If you have any questions on the content of the articles, contact one of the other District Officers. See previous issues of *WesternITE* for article format. Due to the Fall *WesternITE* deadline, you typically have only A FEW WEEKS TO ACCOMPLISH THIS!!! E-mail and Telephone calls are usually necessary to send the draft out and receive comments back in time.

## AUGUST

- Coordinate with the Annual Meeting LAC to close their financial records and checking account. You will need this to close your Fiscal Year ending September 30.
- ITE HQ typically send an inquiry in late July or early August asking what the Western District-approved dues levels are for their dues billing for the coming year. Submit the completed form to ITE HQ by the end of August.
- Renew the District's Constant Contact account in mid-August. Get the current login and password from the Vice President.



- Review and update this document. Send to the President for concurrence on edits, and then provide a copy to the incoming Secretary-Treasurer. Also provide a copy to the District Website Chair for posting on the District's website.

## **SEPTEMBER**

- Attend the Fall Kick-off Executive Committee Meeting.
- Send an e-mail out to all Board members and Committee Chairs requesting that they submit their travel reimbursement requests from the Annual Meeting prior to mid-September so you may issue checks within your fiscal year (which closes September 30).
- Coordinate with the SFIC Chair to get an updated list of student faculty advisors and their e-mail addresses. Issue vouchers to Student Chapter Faculty Advisors if their Student Chapter submitted an Annual Report at or before the Western District Annual Meeting. These vouchers (typically \$150) should be e-mailed to the Faculty Advisors for their use to offset annual ITE dues. ITE HQ will deduct these vouchers from the dues payment they make to Western District.
- Finalize the accounting for the fiscal year ending September 30. Obtain financial records for the just-completed fiscal year from the treasurers of all the active Local Arrangements Committees, though typically this should only be the LAC for the current year's meeting.
- The financial books for the previous Annual Meeting should be closed prior to October 1, if at all possible, by the Local Arrangements Committee (LAC). Although Annual Meetings are designed to pay for themselves, the District will receive any excess funds or pay any deficit. Because the District advances the LAC a sum of money typically between \$ 2,000 and \$ 6,000 to pay for the early costs of organizing the meeting, there are usually excess funds in the LAC's Annual Meeting accounts when they are ready to be closed. Deposit any excess funds received from the LAC of a previous Annual Meeting into one of the District's Bank accounts, but do not pay any Annual Meeting bills or send funds to an LAC unless approved by the Board.
- Provide accountant with receipts/records for the end of the Fiscal Year. Forward financial records from the treasurers of all the active Local Arrangements Committees to the accountant (typically only the current year's LAC).
- Complete an end of Fiscal Report financial report documenting the financial status at the end of the year compared to budget (including the Annual Meeting data). This should include: a) analysis of expenditures and performance to budget; b) brief memo summarizing highlights; c) Summary table of financial performance to budget (Quicken data and/or summary tables). This should be prepared to present at the Winter meeting and must be provided to the President about one month prior to that meeting for inclusion in the meeting agenda packet.



## OCTOBER

- Authorize the District Accountant to begin preparing the tax return and 1099 forms for any stipends paid by the District during the just closed fiscal year. Send the District Accountant a copy of the check register and the September bank statements for the just-closed fiscal year. Contact the Finance Chair and/or General Chair of all Annual Meeting Local Arrangements Committees with open checking accounts to request that they send both you and the accountant similar information from their LAC checking account. Request the accountant to prepare the fiscal year-end budget forms and IRS tax return.

## NOVEMBER

- Sign off on the tax forms prepared by the accountant for your fiscal year. The tax return should be complete by the end of November. Coordinate with the Accountant to sign the tax return or an extension by this time.
- Throughout the year, the Secretary-Treasurer will receive checks from International ITE Headquarters for Western District dues. The late dues collected for the current calendar year arrive around November. Deposit the checks. If authorized by the Board, transfer a specified portion to the Endowment Fund (as of 2013, \$2.00 from each member paying regular dues and \$1.60 of Affiliated Agency dues).
- *WesternITE* printing and mailing is a significant expense budget item for Western District. Invoices for the development, printing, mailing and other associated expenses of the *WesternITE* will be sent to you periodically from the *WesternITE* Managing Editor or the printing vendor and must be paid promptly (or sooner). Should the cumulative total *WesternITE* expenditures outpace or exceed the approved *WesternITE* budget, bring the matter to the attention of the *WesternITE* Managing Editor and the District officers.
- Reimburse International Directors and President or other elected officers for travel to attend various ITE-related meetings throughout the year. These Board members will attempt to visit each Section collectively at least once per year, budget permitting. The President and Senior International Director should review travel reimbursement requests for other ID's and officers.
- Prepare the fiscal year final budget report to present at the Winter Board Meeting usually held in January.
- Prepare a second draft of the Summer Board Meeting and Annual Business Meeting minutes, incorporating comments received from the Board, and provide to the President approximately three weeks prior to the Winter Board Meeting to include in the meeting packet.
- Work with the accountant to insure he/she has everything needed to complete the IRS tax return. Review and sign the return as soon as possible after receiving it from the accountant. It is due February 15.

## DECEMBER

- Coordinate with the incoming Secretary-Treasurer to make the necessary arrangements to transfer the Bank accounts and checkbook in conjunction with the Winter Board meeting.
- Send an e-mail to the *WesternITE* Advertising Manager to confirm that the sponsorship drive will kick off in January (typically runs from Jan-March).
- Beginning in early December, prepare a draft budget and financial status report to present at the upcoming Winter Board Meeting. Utilize reports from prior Secretary-Treasurers as a guide. Prior to preparing this report, ensure that all bank statements and deposits are reconciled to provide an accurate accounting of the current 1<sup>st</sup> quarter's fiscal standing for your year. Email a copy of the report to the President approximately one month before the Winter Board Meeting in time to include it in the meeting agenda packet which the President sends to Board members prior to the Winter Board Meeting.
- Prepare to transfer all Quicken or other accounting files to the incoming Secretary-Treasurer.
- Coordinate with the appropriate financial institutions to obtain proper change of authorization forms for all Western District accounts.

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