

Area 10 Treasurer

Shall serve a four-year elected term

Approved: June 12, 2024

1. Shall be an advocate for Handbell Musicians of America and Area 10.
2. Shall assist the Chair in the effective operation of Area 10 activities.
3. In consultation with the Executive Committee, shall prepare an annual budget for approval by the Area 10 Board of Directors at the annual meeting.
4. Shall provide a W-9 form to any individual who will be paid over \$600 by Area 10 during one calendar year and shall collect the completed form at the time of service. Shall issue a 1099 to this person by January 31 and do appropriate reporting to the IRS.
5. Shall ensure financial reviews are performed by a CPA at the end of the Treasurer's term to ensure compliance with applicable laws and regulations. Audits may be informal or formal at the discretion of the Board of Directors.
6. Shall prepare the report to be filed with the Oregon Department of Justice by February 15 each year.
7. Shall coordinate with the Event Chair on all financial aspects of the Area 10 Conference.
8. Shall disburse funds for Chair-approved events, for other authorized purchases and for organizational filings with Oregon Secretary of State and Oregon Department of Justice. Shall make reimbursements according to Area 10 policy.
9. Shall serve a four (4) year term as Treasurer.
10. Shall serve as a voting member of the Board of Directors and the Executive Committee.
11. Shall keep records with a transferable computer program.
12. Shall maintain a proper set of books and accounts.
13. Shall be responsible for other duties as set forth in current Area 10 Bylaws.
14. Shall attend and present a report at the Area 10 Board of Directors and Executive Committee meetings.
15. Shall maintain bank accounts, signature cards and credit cards as defined in the Area 10 Expenses and Reimbursement document.
16. Shall maintain a copy of an inventory of Area 10 property such as handbells, handchimes, curriculum, etc.
17. Shall submit and encourage others to submit articles to the *Campanologist*.