

# **Officers of Pacific Yearly Meeting**

## ***TREASURER***

The Treasurer is responsible for the financial records of the Yearly Meeting. Facility with numbers and accounting procedures is desirable. Ability to use a computer is necessary.

The term of office is three years, October 1 - September 30, consistent with the fiscal year of the Yearly Meeting. The Treasurer is a member of the Finance Committee and the Holding Corporation ex officio.

### **Tasks**

- Keeps complete records of all income and expenditures
- Receives and holds funds of the Yearly Meeting
- Maintains bank accounts and other accounts such as Certificates of Deposit, money market funds, etc., as appropriate
- Makes authorized disbursements
- Presents interim financial statements to the Yearly Meeting at annual session
- Presents final financial statements for preceding year at Representative Committee meeting in March
- Reimburses committee expenses authorized by committee clerks
- Adds new line items to the budget when they are approved.

## ***ASSISTANT TO THE TREASURER***

This is a new role, approved by RepComm in 2003. Assists the Treasurer, although not routinely expected to become Treasurer next.

Current Treasurer thinks she can use assistant to (1) research specific questions, (2) do routine mailings, and (3) manage email inquiries. Assistant can meet with Finance Committee if convenient; Assistant need not be geographically available to Treasurer, will communicate via phone and email.