

OFFICE OF THE TREASURER

Bylaws: “Be entrusted with oversight of the collection and safeguarding of the Council's funds. The Treasurer shall work with the association management firm to oversee expenditures, reimbursements and investments of the Council, and the operation of the CSAP Sponsorship Program, including the solicitation of funds, and communications with potential sponsors. The Treasurer shall be authorized to draw money from the Council's funds to make expenditures. The Treasurer shall submit an itemized financial report at the semiannual meetings or at any called meeting. The Treasurer shall work with a subcommittee of the president, president-elect and past-president in order to prepare and submit a proposed budget for the following year at each fall meeting. The accounts of the Council shall be subject to an annual audit by the Executive Board or its designees.”

Duties:

1. To work with the Association’s Management firm regarding all financial matters of CSAP.
2. Review and oversee financial records maintained by the Management firm.
 - Review record of all income and expenses prepared by the Management firm.
 - Approve appropriately documented reimbursement requests.
 - Review quarterly transaction reports from Management Firm.
 - Ensure that yearly incorporation papers and income tax forms are filed.
 - Cosign, with the Management firm, checks written in amounts of more than \$1,000.
3. Monitor collection of membership dues.
 - Assure that Management firm sends out dues notices and follow-up notices.
 - Oversee maintenance of record of member states by the Management firm.
4. Monitor pre-registration fees for Spring and Fall meetings.
 - Confer with President, Management firm, and Local Arrangements to establish fee appropriate to cover expenses. Include costs of:

- a. Refreshments (See Local Arrangements for more details.)
 - b. Food functions (Unless paid by host state associations).
 - c. Name tags.
 - d. Meeting room charges (if any).
 - e. Audio-visual equipment charges.
 - f. Social activities.
 - g. Duplicating costs for materials to be passed out at the meeting.
- Include the agreed-upon fee in the annual budget.
 - Request Spring and Fall meeting financial overview from the Management firm.
 - Assist on-site registrations for Spring and Fall meetings.
5. The Treasurer in conjunction with the President, President-Elect, and Past President shall prepare and submit a proposed budget for the following year at each Fall meeting. Prepare annual budget with input from officers (see CSAP Budget Plan document).
 6. Prepare financial report semiannually for presentation at Spring and Fall meetings.
 7. Prepare in conjunction with the Management firm budget projections for Spring and Fall meetings.
 8. Ensure that all travel and accommodation expenses for the Spring and Fall meetings are covered for the following:
 - a. President
 - b. Past President
 - c. President-Elect
 - d. Treasurer
 - e. Secretary

In addition, each Commissioner will be provided one night's lodging to assist in defraying the costs for attending the Spring and Fall meetings. A separate travel policy is housed with the Operating Procedures and must be followed.

9. Conduct and oversee the CSAP Sponsorship Plan. In collaboration with the President and using CSAP's regionalization plan, CSAP will solicit sponsorship from a variety of sources (e.g., corporations, state associations, vendors) to provide financial or other support for meetings, website, and/or other association activities. The procedures to be followed are shared by numerous Board members and are part of the Operating Procedures part of this manual.

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10. In conjunction with the Management firm, provide recommendations to the Executive Board with regard to investments of CSAP (see CSAP Financial/Investment Policy Statements document).
11. Provide semi-annual budget reports to all CSAP members at the Spring and Fall meetings.

Accepted 11/89

Revised 11/94

Revised 05/95

Revised 05/97

Revised 04/02

Revised 01/04