

ELECTED POSITION: SECRETARY/TREASURER

DESCRIPTION: This position is elected by a majority of ballots cast by WLA membership as declared by the Election Committee. Election is in odd-numbered years and the period of office is two years. Election shall be declared by March 30, and office shall be assumed at the conclusion of the WLA annual conference. Incumbent is a voting member of the WLA Board.

NOTE: Preferred qualifications include experience in financial matters, accounting and bookkeeping.

RESPONSIBILITIES	OFFICERS, INTEREST GROUPS AND OTHERS INVOLVED	ACTION REQUIRED	TIMELINES:
See to the proper recording of the proceedings of the membership and the board.	Officers and Board Executive Director WLA membership	Review minutes of all Board meetings provided by Executive Management who shall then forward these completed minutes to all Board members no later than (10) days after each Board meeting. In the event that Executive Management cannot attend a meeting, the Secretary shall take the minutes. Approval of the minutes will be enacted at following Board meeting. NOTE: Minutes of annual Membership business meetings will be prepared by Executive Management and Secretary will review for content and accuracy for approval at the next Business Meeting. Participate in the WLA Executive Committee	Within 10 days of meeting
Oversee activities relating to Financial Policies, Investment Policies and accounting procedures of the Association.	WLA Board Executive Director	Review File changes in Articles of Incorporation which are then filed by Executive Management with Secretary of State. Review Annual 990 Tax Return Act as a signer on all WLA Bank and Investment Accounts.	Annually Annually
Participate in WLA Committees involved in/related to fiscal planning & evaluation	President Vice-President Annual Conference Coordinators Executive Director Interest Group Treasurers Internal Audit Committee Finance & Budget Committee	Participate in Finance & Budget Committee Works with Executive Director in the Development of proposed annual budget for work of Finance & Budget Committee, revises for presentation to Board. Oversees and provides information and support to Coordinators of annual conferences. Participates in an annual internal audit for the associations financial procedures	Annually Annually and as additional actions affecting the budget are approved by Board As needed Annually