

The Financial Officer shall:

1. Act as an aid to the Vice President for Finance.
2. Educate and train local unit treasurers in financial policies and procedures.
3. Provide and interpret financial compliance information for the local units.
4. Be available to help local units.
5. Coordinate with the Vice President for Finance to prepare a packet for local unit Treasurers to be distributed at the beginning of each school year.
6. Document work on compliance issues into the compliance document.
7. Serve as a member of the Committee on State and Local Relations.
8. Update board report document in Google Drive.
9. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
10. Perform duties outlined in the Convention Guidelines.
11. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

Position Requirements:

- Prior experience in unit.
- Background in setting up budgets, bookkeeping and maintaining treasurer's books.
- Understanding of local, State and National bylaws.
- Familiarity with the Local Leader Kit and the National PTA web site.
- General knowledge of other offices and their duties.
- Must be a member of the Land of Enchantment PTA.