***SOP: Treasurer***

1. **Title:** Treasurer
2. **Term of Office:** The Treasurer must be a member in good standing of the Mile High Branch AALAS, and is elected by the Mile High Branch AALAS membership. The Treasurer will serve a three year term that begins on January 1st and ends on December 31st.
   1. **Three year term compromised of first year as Treasurer Elect followed by two terms as Treasurer.**
3. **Duties:**
   1. All officers and board members will review the branch constitution, by-laws and SOP's during the first six months of their term, and make recommendations for amendments to the board if necessary.
   2. Attend branch meetings, including board of directors meetings and vote on issues brought before the board. The Treasurer should make an effort to attend all branch meetings.
   3. Ensure that, upon taking office, the appropriate branch officers are authorized to sign checks and all records are transferred.
   4. Have charge of all financial records of the branch.
   5. Work with the Secretary to ensure that membership renewal notices are sent out to all branch members.
   6. Receive all membership dues from the members; receive assessments and all other moneys of the branch. Note: non-renewing membership lapses on April 1st.
   7. Pay all obligations of the branch as authorized or approved by the executive board. This includes reimbursing Officers and Board Members who have paid for expenses out of pocket if the purchase was an approved MHB expense.
   8. Work with the Secretary to create an active membership roster.
   9. Present to the Executive Board, at each meeting, a current statement of income and expenses that which will also be available to any member by request.
   10. Be bonded at the expense of the branch at such time as the Executive Board deems necessary.
   11. Upon request, and with the Executive Board approval, contribute funds to the National AALAS Awards and Education Fund.
   12. Ensure that taxes, annual state reports and other legally required documents are filed on time each year.
   13. Assign two other members of the board signatory authority for branch funds.
   14. Authorize via email any purchases over $500.
4. **Use of Branch Funds:** In most cases, branch purchases will be made using the branch's checkbook. Board members should seek approval of the board prior to making any purchases with branch funds. In the event that a board member uses their own money to make a purchase in the performance of office, the treasurer will reimburse the expense if it is deemed an appropriate use of branch funds. The board member is to send a memo detailing the purpose of the purchase along with an original receipt to the treasurer. The Treasurer will then reimburse the expense.

**Approved by the Mile High Branch Board of Directors on May 23, 2018.**