

FCCA TREASURER RESPONSIBILITIES

October 2007

- ◆ The Treasurer's prerequisites are: (1) be an active FCCA member and (2) must have attended at least two annual FCCA conferences. The term of office for the above position is **two** years.

- ◆ The FCCA Treasurer maintains and monitors the funds of the association. The Treasurer's specific duties consist of, but are not limited to posting interest: preparing financial statements to submit to the President and the Chairperson of the Finance Committee: preparing tax returns for the association: paying the expenses of the association, including postage fees, FCCA *Journal* expenses, and mid-year Board of Directors meeting expenses. The Treasurer also helps the FCCA conference host court maintains its financial statements, collects FCCA membership fees, and compares membership information with the Membership Committee Chair.

Detailed information about the FCCA roles and responsibilities are located in the bylaws posted on the FCCA web site at <http://www.fcca.ws/docs/FCCAbylaws3-14-06.pdf>.