

Secretary/Treasurer

The secretary's main objectives are to manage the association files, monitor member data and facilitate communication. The secretary and treasurer ensure that your association is operating with sound business practices. As association secretary, you are responsible for keeping the records of the association, submitting all official documents, collecting all funds, presenting a report at the association's annual meeting and maintaining true copies of the bylaws and all amendments. As association treasurer, you are responsible for overseeing your association's financial obligations and reporting to the board on financial matters. If your association has a paid association executive, the executive may carry out many of these responsibilities, if they are specified in the executive's job description.

Managing the Association:

Before taking office, meet with your association executive to discuss each of your responsibilities in the administration of the association. Determine who keeps mailing lists up-to-date, responds to association correspondence and mails association-meeting notices.

A successful association is operated as any successful business. A proper financial system, therefore, is a basic necessity. As treasurer, use a system that will work best for you. A simplified "cash basis" bookkeeping system is recommended for smaller associations, although accrual accounting is also appropriate.

You should mail a copy of your association's budget and annual plan to your state association office annually and also ensure that they have a current copy of your bylaws.

Since members are critical to the success of local associations, membership administration is among a secretary's most important responsibilities. As association administrator, you should maintain a stock of local membership applications. Become familiar with the "Membership Procedures Handbook," which contains information on membership processing and reporting.

Regularly use the reports and other tools available to you, such as *Codewriters*, to cross-check your local records with NAIFA's. Contact the Member Service Center at **1-866-TO-NAIFA** to resolve any discrepancies. It is also recommended that you use *Codewriters* as your local database.

Acting as Treasurer:

Review the "*Budgets and Finances for Associations*" reference piece for additional information you need regarding financial issues. Also, be prepared to report on finances at all board meetings. If financial concerns arise at any time, alert the president immediately.

Maintaining Records and Reporting Information:

As secretary, you are responsible for taking board minutes. The purpose of minutes is to record the actions taken by the board. To keep minutes brief, record only the business transactions of meetings. Complex motions should be clearly formulated and recorded verbatim. Copies must be preserved for future reference and passed on to the new secretary immediately upon election.

You are responsible for completing the Local/State Association Dues and Data Update form, which NAIFA sends to the state and local associations in May. You are also responsible for completing the request for bank information sheet. It is essential to provide updated contact information to NAIFA, including an email address and the Dues Deductibility Worksheet.

The secretary must work closely with all committees that may have need of association records or help. Up-to-date records are essential for many of the committees.

The chairs of these committees rely upon the Secretary for membership rosters and to record official business of the association.

To keep the membership well informed on association affairs, consider using *AdvisorNotes*, a ready-made bulletin with news of general interest printed on the two center pages, leaving the front and back pages blank for announcements of association programs and activities. Available from NAIFA headquarters, the publication is distributed monthly to associations in hard copy as well as electronically. Annual orders should be received by NAIFA in the summer; however, orders for the electronic version will be accepted at any time.

One of the secretary's last duties in office is to work with the incoming president to report new local officers and committee chairs to the state association for the next association year. State associations report all state and local officers and committee chairs to NAIFA National via Codewriters. The president-elect and the secretary must work closely on this joint responsibility—the president-elect by naming his or her committee chairs immediately upon election to president—the secretary by promptly reporting the officers and chairs.

SECRETARY AREAS OF RESPONSIBILITY

- Maintain a complete paper filing system
- Take board minutes
- File bylaws
- Arrange the required segments of the business meetings of the association
- Monitor member data
- Collect and report funds
- Facilitate communication with NAIFA
- Respond to official information requests
- Become familiar with NAIFA Membership Procedures
- Produce and distribute newsletter

TREASURER AREAS OF RESPONSIBILITY

- Pay association bills
- Write and sign checks
- Maintain the financial records of the association
- Reconcile the association's bank balance
- Report on the association's finances
- Arrange for an annual audit or financial review
- Ensure appropriate IRS filings are made
- Make bond if needed
- Assist with the development of the association budget
- Report annual dues amounts to NAIFA–National.

CRITICAL DATES

- ▲ **June 30:** New member applications due (postmarked) for annual official membership totals
- ▲ **June 30:** Association Award of Excellence due (postmarked)
- ▲ **July 1:** Officer and committee chair reporting due (postmarked)
- ▲ **July 15:** Association dues and data-update forms due to NAIFA
- ▲ **November 15:** Form 990 due to IRS for those associations required to file