

Standard Operating Procedure Treasurer

As stated in the APVMA Constitution, the role of the Treasurer is as follows:

The Treasurer shall be responsible for maintaining a savings and checking account for APVMA funds. The Treasurer shall also be responsible for keeping detailed records of all monetary transactions, periodically adding them to an online budget spreadsheet. The Treasurer shall assist the Secretary in maintaining a current membership directory through providing access to or directly communicating the payment confirmation of the clubs and individuals that register to be a part of the APVMA. A hard copy of the financial document(s), online access of the financial document(s), and the overall current state of the financial dealings of the APVMA shall be presented to the incoming Executive Board and the ABoT [Advisory Board of Trustees] immediately following their election. The Treasurer shall also be responsible for updating the Treasurer's Officer Manual as needed.

The position, Treasurer of the APVMA, is a critical one along with the other executive board positions. Although at times it can be difficult, the skills and professional development you will gain if elected goes far beyond expectations. There are several responsibilities as the National Treasurer, however, there may be additional responsibilities as time goes on.

In addition to the roles as stated in the Constitution above, the Treasurer of the APVMA must also:

- Maintain the checking and savings accounts for the APVMA while keeping a detailed record of all transactions.
- Assist the Secretary in maintaining the membership directory through payment confirmation.
- Maintain all hard-copies of financial documents which will be passed on to the newly elected Treasurer each year.
- Manage the online apparel store.
- Work with the Vice President to determine the requirements and monetary award for each scholarship presented to the selected member(s) at the national symposia.
- Create a projected budget with the previous year's financial information to be shared with the executive board and ABoT.

