



POSITION DESCRIPTION

KEHA State Treasurer

QUALIFICATIONS:

Any nominee for the KEHA state treasurer must be a member of KEHA and must have served or be serving as a county or area treasurer of the Extension homemaker association. Must have written, verbal and organizational skills. Must be eligible for bonding, knowledgeable in bookkeeping and familiar with long and short term investments.

TERM OF OFFICE:

An elected state treasurer shall serve for a term of three years, or until a successor is elected or appointed. No elected officer shall succeed himself/herself in the same office. The term of office will begin July 1 of the year of election.

GENERAL PURPOSE:

- Serve as an aide to the president
- Record, preserve and maintain an accurate record of all state KEHA funds received and paid out

SPECIFIC RESPONSIBILITIES:

- Attend all KEHA business meetings, which include KEHA Board of Directors, KEHA Annual Meeting and any special called meetings
- Maintain an accurate record of all KEHA funds and have records reviewed annually by a Certified Public Accountant
- Submit any and all forms required by the Internal Revenue Service for non-profit corporations and as required by the State of Kentucky on or before the required date
- Maintain records as established unless changes are recommended by the retained Certified Public Accountant, including separate records of General Fund, Evans/Hansen/Weldon Memorial Scholarship Fund, Coins for Change and All Special Funds
- Receive dues from the counties and report paid memberships to the 2nd Vice-President
- Pay monies as directed by the Board of Directors
- Provide complete treasurer's report at business meetings of the Board of Directors and the KEHA annual meeting
- Serve as a member of the financial committee
- Promote a closer working relationship between the KEHA Board of Directors and KEHA membership

MENTOR: KEHA President and University of Kentucky KEHA Advisor

NOTE: A state officer, state elected chairman or area president of KEHA may not resign from a presently held position in order to run for another KEHA state board position. An individual who was appointed to fill a vacancy shall be eligible to run for an elected position.