



Position Title:	Secretary/Treasurer	Reports to:	President
Communicate to: Exe. Board, Board, Registration Committee, Sponsorship Committee			
Job Purpose:			
<ol style="list-style-type: none"> 1. Recorder of all association correspondence. 2. Maintain all of the association's financial records and accounts. 			
Job Duties:			
<p>Duties:</p> <ol style="list-style-type: none"> 1. Communicate all meeting information via emails and direct mail (postcard), if required. 2. Record and distribute (post) minutes at all board meetings and regular meetings. 3. File all documents of the OVBTA per document retention policy. 4. Responsible for newsletter and email announcements. 5. Manage and collect all funds for the organization including meeting fees and membership dues 6. Prepare and report the treasurer's report and post to the website. 7. Prepare and report the budget and financial history to the executive committee at each meeting. 8. Issue all checks for the association and obtain the 2nd signature before releasing the check. 9. Sign all hotel contracts for the organization. 10. Adhere to CPC reporting deadlines. <ol style="list-style-type: none"> a. The CPC requires all financial reporting for the preceding calendar year (January through December) be completed and submitted electronically to Amy Weist at NBTA by January 31 annually. The financial reporting will include a profit and loss statement, a balance sheet using the CPC template. 			
Qualifications:			
Member in good standing and attendance at a minimum of 75% of the meetings/conference calls during the year.			
Last Updated By:	D. Frazier - VP	Date/Time:	01/26/11