

ASNT SECRETARY/TREASURER

1.0 Purpose

To describe the responsibilities of the ASNT Secretary/Treasurer.

2.0 Scope

This policy specifies the duties of the ASNT Secretary/Treasurer in accordance with the *ASNT Bylaws*.

3.0 References

3.1 *ASNT Bylaws*

4.0 Duties

- 4.1 Reports on the financial status of the Society at the Annual Business Meeting of the Society.
- 4.2 Responsible for assuring that financial reports are prepared and reported to the Board.
- 4.3 Responsible to work with the Executive Director in achieving the goals of the Society and the programs approved by the Board of Directors.
- 4.4 Serves as Recording Secretary for the Society, Executive Committee, Operations Committee and Board of Directors. Ensures preparation, and distribution of minutes for all meetings of these bodies.
- 4.5 Maintains status of Operations Committee and Board of Director charges, and provides the ASNT President and Chairperson of the Board with a listing of all "Open" charges.
- 4.6 Chairs the Business and Finance Committee.
- 4.7 Annually verifies that insurance policies are maintained including Directors and Officers, Employee Dishonesty, Errors and Omissions, General Commercial Liability.
- 4.8 With the Business and Finance Committee, facilitates Board Review and action related to Board financial responsibilities.

5.0 Committee Membership

The ASNT Secretary/Treasurer shall be an ex-officio member of the Executive Committee, Operations Committee, Governance Committee and Business and Finance Committee (Chair).

6.0 Reporting Requirements

Copies of the draft minutes of all Board, Operations Committees, and Society Business Meetings shall be distributed to the Board within forty-five (45) days after each meeting. Copies of draft minutes of the Executive Committee meetings shall be distributed to the Board within 15 days after the meeting.

A written report on the activities of the Business and Finance Committee shall be submitted to the Board prior to each Spring and Annual Board meeting. The Secretary/Treasurer shall present a summary of the prior year's financial results at the Annual Business Meeting.