

TREASURER

The Treasurer of REFORMA is responsible for leading the national organization in the following areas:

A. General Responsibilities

1. Serves a two (2) year elected term; may be re-elected for a second term.
2. Takes charge of, and is responsible for, all the fiscal, financial, and budgetary affairs of National REFORMA.
3. Works with the Finance Committee in preparing an annual budget due for adoption no later than ALA Annual Conference Board meeting.
4. Responsible for financial accountability of the organization, its membership, and its books in their entirety.
5. Serves on Finance Committee. Responsibilities include:
 - a. Issues a year-end report on prior year revenues and expenditures and certifies, by program the amount of money available to the organization in each new fiscal year.
 - b. Issues a report on revenue and expenditures, by program at the ALA Midwinter Meeting of the Board
 - c. Distributes reports to each Standing Committee, Chapter, Officer, special committee and task force which summarizes its revenues (for chapters, this report would include only membership revenues submitted to the national REFORMA treasury) and expenditures from the prior fiscal year and a form(s) that enables it to develop budget requests (changes, enhancements, reductions) for REFORMA Board to consider at ALA Annual Conference in June.
 - d. Budget requests are submitted by the chairs of each Standing Committee, Chapter President, Task Force/Special Project for review by the Finance Committee. The Treasurer is responsible for the collection of these budget requests and budget dissemination to the Finance Committee

- e. Issues an updated state of revenues and expenditures for the Finance Committee and Board.
6. Serves on Organization Development Committee.
7. Works with appropriate officers or members in developing a “Financial Impact Statement” for any proposed chapter, committee, task force/special committee, programs and/or projects. The Impact Statement must be submitted to the Finance Committee.
8. Submits an annual fiscal report for publication electronically and in the Fall newsletter.
9. Submits a written mid-year Treasurer’s report to a REFORMA Board meeting at ALA Midwinter.
10. Submits a written final annual report to the REFORMA Board and Membership meetings at ALA Annual Conference.
11. Works with Chapter Presidents to insure proper reporting and collection of membership fees each January.
12. Works with the Newsletter Advertising and Office Manager to insure that the process of purchasing advertisements for the Newsletter is efficient and payment is collected.
13. Works with the Mora Award Committee, the Office Manager, and the REFORMA President to deposit the check from Pat Mora for the Mora Award and its administrative costs, currently \$1,075.00.
14. Submits every year to the Internal Revenue Service a list of REFORMA Chapters and their presidents.
15. At the end of the term, forwards records to the California Ethnic and Multicultural Archives (CEMA) for inclusion in the REFORMA Archives.