

TSGNA TREASURER'S COMMISSION
TSGNA BUDGET AND FINANCE COMMITTEE COMMISSION

1. The Treasurer is elected by TSGNA Membership, and the term in office is two years. The Treasurer can serve no more than two (2) consecutive terms. The Treasurer automatically serves as the *Budget and Finance Committee* Chairperson. This committee will have a minimum of three (3) additional members, appointed by the President.
2. After the completion of the Treasurer's term, he/she will serve as a mentor to the incoming Treasurer for one year. If the immediate past Treasurer is not available, the President will appoint a mentor for the incoming Treasurer.
3. As needed, the Treasurer will serve as resource person to Committee Chairpersons, Division Officers and other TSGNA Volunteers and Members.
4. The TSGNA Treasurer must be bonded, and TSGNA is responsible for the cost of this.
5. The Treasurer will maintain custody of TSGNA funds and deposit them in a Tennessee bank specified by the Board of Directors. Authorized expenses will be paid from these funds.
6. The Treasurer will keep accurate records, sign checks, and assist in the direction of all financial affairs.
7. All checks will be co-signed by the Board Advisor.
8. The Treasurer will obtain the services of an Auditor or Public Accountant for an audit review at the end of each fiscal year.
9. In conjunction with the Budget and Finance Committee, the Treasurer will prepare an annual budget, maintaining a reserve position of six (6) months operating revenue. The budget will be prepared with input from Board Members and Committee Chairs and will be monitored, reviewed and updated as necessary.
10. The Treasurer will submit written reports to the TSGNA President, Board of Directors and others, as follows:
 - A committee report, outlining the goals for the year, should be submitted to the Board of Directors by Dec 1. This report should also contain the names, addresses and phone/fax numbers of the committee members and the purpose of the committee, and a copy should be sent to committee members (if other than Board Member).

- A report summarizing progress and activities to the Board of Directors by April 1(copy to committee members, if other than Board Member).
 - A report summarizing progress and activities to the Board of Directors by Sept 1(copy to committee members, if other than Board Member).
 - Proposed Budget, year-end financial report and other agenda items to the President one month prior to the TSGNA Annual Meeting. This should also include a year-end report summarizing progress (especially achievement of defined goals) and activities of committee, sending the requested number of copies to the Program Chairperson for inclusion in the syllabus for the TSGNA annual meeting (copy to committee members, if other than Board Member).
 - A synopsis of the annual conference (income/expenses) will be sent to the President by January 1 each year.
 - Agenda items for other Board Meetings must also be submitted to the President one month prior to the meeting.
 - To the President, President-Elect, *Membership Committee* Chairperson and others (as indicated or requested) a copy of the membership reports as soon as they are received from SGNA.
 - Reports as requested for the *TSGNA Newsletter*.
 - Other reports as requested.
9. Submit names of potential, future TSGNA leaders to the Board of Directors.
10. Annually, attend a minimum of three (3) Board of Directors Meetings and the *TSGNA Annual Meeting and Educational Course*. Should an emergency prevent attendance at a Board of Directors Meeting, the President should be notified, and a committee member should represent the Treasurer.
11. In the event a board member misses more than one board meeting per fiscal year, their monetary benefits for their position will come up for review before the board and may be withdrawn.