

Wisconsin College Personnel Association
Position Description
Treasurer
(Elected position—2 year term)

General Description: Treasurer. The primary responsibility of the WCPA Treasurer is to establish an annual budget in consultation with the President, distribute funds, and maintain financial records.

All Board Members

- Attend all scheduled meetings of the Executive Board.
- Bring forward concerns/issues of the membership to the Executive Board.
- Stay informed about trends and issues in the profession.
- Solicit conference presentations and provide support for professional development programming as requested.
- Attend and participate in the annual conference as reasonably able.
- Promote the WCPA to student affairs professionals at events where it is appropriate to do so.
- Network and outreach with student affairs professionals at the WCPA events.

Promote and represent the Association

- Seek opportunities to promote engagement with the WCPA.
- Make connections with under-represented student affairs professionals in the WCPA.

Administrative Duties: Budget and Awards

- Establish an annual budget in consultation with the President, which is approved by the Executive board and placed on the Association's web page.
- Handle all correspondence, questions, and concerns regarding financial status.
- In accordance with current tax laws, submit documentation to the IRS.
- Provide quarterly fiscal summaries to the WCPA Executive Board.
- Prepare all documents related to financial audit at the request of the Immediate Past President.
- Encourage appropriate spending of the WCPA funds for continued WCPA advancement.