

# **WOC INTERNATIONAL**

## **Secretary-Treasurer**

### **Job Description**

#### **Secretary-Treasurer Position**

*The Secretary-Treasurer of WOC International is one of the executive officers of the Corporation (along with the President and Vice-President) that serve for 3 years. The Secretary-Treasurer does not hold a seat on the Board of Directors. However, if elected by the members of the corporation to this position, the Secretary-Treasurer is permitted to be a Director on the Board of Directors.*

#### **General Duties**

*The Secretary-Treasurer shall help create each year's budget along with the President and Vice President of the Corporation and maintain electronic files for chief executive officers, presidents or vice-president-level executives.*

#### **Specific Duties**

*The Secretary-Treasurer shall keep*

*All minutes and notices of all meetings, the Certificate of Incorporation, Bylaws of the Corporation, Guidelines specified by the Board of Directors, and all amendments of them.*

*A roster of all members, and all nonfinancial, official records of the Corporation and such other records as may be required to reflect the decisions of the members, the Leadership Team and the Board of Directors and the conduct of the business of the Corporation.*

*The Secretary-Treasurer shall be*

*The official custodian of the seal, if any, and nonfinancial records of the Corporation*

*Responsible for giving notice of all regular and special meetings and for such correspondence of the Corporation as may be delegated by the President or Board of Directors.*

*Responsible for keeping track of all charitable gifts or donations made to the Corporation.*

*Responsible for depositing all monies received by the Corporation into its corporate bank accounts, for maintaining records reflecting all financial matters of the Corporation.*

*Responsible for reporting at each regular meeting of members and the Board of Directors on the financial condition of the Corporation.*

*The Secretary-Treasurer shall*

*Annually render a written financial account fully and fairly reflecting the financial activities of the Corporation during the preceding year.*