

Treasurer Essential Duties

- Monitor emails at treasurer@pdxgeu.org
- Pay all bills and manage all auto-pay accounts
- Pay percapitas and send monthly reports to affiliates
- Coordinate with tax preparer for state and federal taxes
- Update documents with Treasurer of the State of Oregon
- Update certificate of insurance for PSU
- Coordinate and manage all financial transactions
 - Coordinate vote for maximum discretionary spending at beginning of year
 - Call and coordinate votes for all purchases over discretionary spending
 - Pay invoices and make purchases
 - Manage and pay reimbursements
- Sign all checks to be deposited
- All general banking
- Payroll
- Create and manage budgets for GEU, and each VP when appropriate
- Coordinate and manage grant applications
 - Regular grants available yearly:
 - AAUP National - Collective Bargaining Chapter Mobilization Grant
 - AAUP OR - Chapter Mobilization Grant

Duties As Described In Bylaws:

Section 13.8 - Treasurer

The duties of the Treasurer are as follows:

- 13.8(a) Serve as co-signatory with the President
- 13.8(b) Keep GEU financial records secure, accurate, and up-to-date
- 13.8(c) Make quarterly reports on the budget to the membership and the Executive Board
- 13.8(d) Communicate with committee chairs regarding their respective budgets
- 13.8(e) Responsible for the proper receipt and disbursement of all GEU funds and tracking of all purchases and reimbursements
- 13.8(f) Track the receipt of dues and notify members who are delinquent in the payment of dues
- 13.8(g) Ensure the payment of per capita dues to affiliates listed in Section 1.2 in keeping with the qualifications for these payments in Section 1.4 and the contents of Article 18, and coordinate the pooling of GEU funds for other forms of payment or donation