
Treasurer

The Treasurer is elected to serve as the Chief Financial Officer of VAGP. The position is third in line under the President. The Treasurer's support, dedication and professionalism are essential for the proper operation and continued success of VAGP.

Specific duties include, but are not limited to, the following:

Review, code and approve each invoice and reimbursement request received from the Management Company indicating proper budget account and line number to assure appropriate department account is debited. Expenditures and receipts are provided by the Management Company. Sign and authorize mailing of checks for payments when payment is \$7,500 or more.

Review and analyze reserve fund annually in accordance with the VAGP Reserve Fund Policy.

Review monthly financial reports provided by the Management Company. Provide monthly reports to the Board of Directors relating to the current period and year to date revenues and expenditures to the adopted budget in cooperation with the Management Company. Review year end financials with the Management Company for close out.

Oversee close out of VAGP charity events.

Provide a year-to-date budget report to the membership at semi-annual conferences and at the BOD meetings.

Suggest amendments and modifications to the annual budget as necessary. The Management Company modifies the budget as changes are approved by the Board of Directors and provides the updated budget to the Treasurer and other Board of Directors members.

Monitor current investments and recommend future investment opportunities.

Copy the Officers and Management Company on applicable correspondence.

Assure the Management Company provides any required tax forms by the specified filing date required by the Internal Revenue Service and the filing of any required financial reports due to NIGP.

In the fall of each year, as early as October 1st, the VAGP Treasurer will contact VAGP's audit firm and request an engagement letter for an audit or audit review and tax services. The Treasurer will specify whether the VAGP Board of Directors requests a full audit or a review of VAGP's financial statements. The audit firm will provide an engagement letter within two weeks of the Treasurer's request. The VAGP Board of Directors will return the signed engagement letter to the Contractor within 15 days of receipt. VAGP's audit firm shall complete the services by March 31st of the following year. The VAGP Treasurer shall review, audit and sign tax documents where appropriate. The VAGP Treasurer shall present the final audit or audit review and tax information to the Board of Directors no later than May 1st of the following year.

Ensure NIGP/VAGP insurance certificates remain current. Provide certificates of insurance for VAGP events as needed. Review coverage for special events and recommend additional coverage, if necessary.

Responsible for a written article to be submitted for each issue of *News & Views*. The article does not necessarily have to be budget or finance-related but should be an article on a topic of interest to the membership.

The Treasurer serves as the Chairperson of the Finance Committee.

The Treasurer serves as a member of the Honors and Awards Committee which is composed of the four (4) Officers with the President serving as Chairperson. See Honors and Awards Committee.

The Treasurer serves as a member of the Scholarship Committee which is composed of the four (4) elected Officers with the President serving as Chairperson.

Secretary

This position is elected by the membership to serve as the Secretary of VAGP. The Secretary's support, dedication and professionalism are essential for the proper operation and continued success of VAGP.

Specific duties include, but are not limited to, the following: