

Position Title: Secretary-Treasurer**Position Impact**

The Secretary-Treasurer conducts or oversees much of the administrative work of the Inn, thereby providing a level of organizational stability necessary to continue operations.

Position Responsibilities

Secretary Duties:

- Develop and maintain the membership rosters, gathering necessary information from new and returning members.
- Record and track meeting attendance and bring attendance issues to the attention of the Membership Committee Chair.
- Conducts the annual election of officers according to the procedures set forth in the Inn bylaws.
- Submits leadership and member roster information to the American Inns of Court Foundation (AICF).
- Supervises the Inn Administrator.
- Record and maintain meeting minutes and correspondence on behalf of the Inn for the executive committee, meeting of the masters and business meetings of the general membership.

Treasurers Duties:

- Prepare annual budget for approval by Executive Committee.
- Bill and collect member dues according to the schedule set forth by the Executive Committee.
- Manage the Inn's finances, reporting on the Inn's financial status to the Executive Committee at quarterly meetings or more frequent intervals including:
 - Progress on member dues invoicing and collection
 - Updates on any non-dues revenue
 - Updates on expenditures
 - Overall financial performance compared to the approved budget
- Bank Account Management:
 - Update the bank account leadership signatories and login information
 - Ensure all minimum deposits are maintained
 - Track and record all deposits of monies collected
 - Pay and maintain documentation for all debts incurred by the Inn
- Tax/IRS Reporting
 - Confirm tax reporting requirements annually to the AICF (annual revenue threshold, required filing form)
 - Submit copies of completed tax returns
 - For Inns that self-file and use the 990-EZ, submit a copy to the IRS, the Inn's Executive Committee, and the AICF
 - For Inns that have the AICF file the 990-N for them, submit a copy of the e-filing confirmation provided from the AICF to the Inn's Executive Committee
 - Prepare and provide W-9 forms to payors as requested
 - Prepare and provide 1099-MISC forms to payees as required
 - Provide receipts for payments as requested

Qualifications

- Must be a Barrister or Master of the Bench and must maintain an active status with the Inn throughout his or her term.
- Must have been continuously active with the Inn for a minimum of two years before beginning his or her term.
- High level of organizational skills and an ability to work effectively with numerous other people on specific tasks.
- Prior experience in basic bookkeeping, budgeting, and financial reporting.

Commitment Required

The term of this position is two years, commencing on July 1 following the elections. A person may serve two consecutive terms, however, a second term requires reelection according to the procedures set forth in the Inn bylaws.

Training

- Meet with outgoing Secretary-Treasurer to review the procedures, financial accounts and membership rolls.
- Review the Inn's membership and leadership satisfaction survey to determine previous successes or challenges encountered in the position for goal setting purposes.
- Attend an American Inns of Court Leadership Summit, the cost of which is paid using budgeted Inn funds.
- For Inns using the Inn Management System (IMS), schedule and participate in an online training session with the Chapter Relations Director.

Responsible To/Responsible For

- The Secretary-Treasurer is a member of the Executive Committee and, therefore, reports to the Inn President.
- The Secretary-Treasurer supervises the work of the Inn Administrator.