

APS Pacific Division

DUTIES OF THE SECRETARY TREASURER

(Revised January 2002)

GENERAL DUTIES:

1. Deposit membership dues sent from APS Headquarters, pay bills, and keep financial records in order.
2. Handle correspondence and keep up the Pacific Division mailing list by sending changes to APS Headquarters.

AT THE BEGINNING OF TERM:

1. Set up a checking account (need our social security number, available in Division records under "taxes").
2. Receive, file, and review Division records.

SCHEDULE OF DUTIES:

1. Immediately following the Division meeting:

- a. Type up minutes of Executive and Business meetings held at Division meeting.
- b. Finalize death-retirement report and mail copies to APS Secretary; contact APS Headquarters to request up-to-date printouts of paid Division members (regular, student, emeritus).
- c. Send names of new officers to the President of APS.

2. Five to six months prior to Division meeting:

Order abstract forms from APS Headquarters if necessary (they may be available online at the APS website). Send out abstract forms. Completed abstract forms are sent to the President-elect once the registration costs have been received.

3. Two months prior to the Division meeting:

- a. Receive and deposit registration forms and fees; compile registration list and list of banquet attendees, etc.
- b. Send receipts to all individuals for registration and abstract fees. (These can be placed in registration packets or handed out at registration.)
- c. Compile retirement and necrology reports for the Division meetings.

4. One month prior to the Division meeting:

- a. Count ballots for officers as instructed in the constitution. Inform Division President of ballot counts.
- b. Take all necessary papers, minutes of past meetings, receipt books, check book, etc., to annual meeting.
- c. Compile Treasurer's report for Division meeting.

PACIFIC DIVISION MEETING DUTIES:

1. Executive Committee Meeting:

- a. Distribute copies of the Treasurer's report and in the first term the audit cover letter from the past Secretary-Treasurer.
- b. Take minutes.

2. General Business Meeting:

- a. Present a brief version of the Secretary-Treasurer's report.
- b. Take minutes.

ANNUAL REPORTING OF FINANCIAL RECORDS

Divisions that elect to be included under the tax exempt status accorded to The American Phytopathological Society shall file an Annual Report, including a financial statement, with the Executive Officer and provide copies to the Secretary and the appropriate Division Councilor.

AT THE CONCLUSION OF THE SECRETARY-TREASURER'S TERM:

1. Prepare records for audit by a committee that is appointed by the President.
2. Send important historical reports, past letters, reports, etc., to M. F. Stoner at Cal Poly-Pomona, 3801 W. Temple Ave., Pomona, CA 91768 (714-869-4038) for inclusion in Division archives.
3. Update job description for the next Secretary-Treasurer.
4. Close bank account and send all records to the next Secretary-Treasurer.