The Secretary/Treasurer shall be elected in **even-numbered** years and shall serve for two (2) years.

**Responsibilities of the Secretary/Treasurer are as follows:**

1. Accurately records and submits in a timely manner all minutes of the Board and the House of Delegates.
2. Directs the Executive Director to send appropriate notices and copies of the minutes to the Board and the House of Delegates.
3. Conducts such correspondence as the Association and Board shall direct.
4. Calls the roll at Board Meetings.
5. Calls the roll of delegates at the House of Delegates.
6. Informs the presiding officer of the presence or absence of a quorum at meetings of the Board and the House of Delegates.
7. Attends the SNA Annual National Conference at the expense of the Association on **odd-numbered** year during term of office.
8. Supervises and monitors Association funds, investments, and securities.
9. Submits a financial report at FSNA Annual Conference.
10. Drafts a proposed annual budget in collaboration with the President, President-Elect, and Executive Director.
11. Serves as Chair of the Finance Committee.
12. Submits budget to the Board for adoption.
13. Notifies officers and the chairs of each committee and advisory board(s) of budgeted funds.
14. Monitors expenditures of all meetings, particularly the FSNA Annual Conference.
15. Reports revenues and expenditures against budgeted amounts.

**Secretary/Treasurer’s Calendar:**

**June/July (as incoming Secretary/Treasurer)**

* Meets with state office staff to review the Association’s budgetary and financial processes.
* Works with President, President-Elect, and Executive Director on preparing a budget for FSNA for the following year.
* Attends FSNA Leadership Training and is sworn in.
* Presents at FSNA Leadership Training
* Attends the Board and Executive Committee Meetings at Leadership Training; takes accurate minutes of the meetings; sends draft minutes to state office to be reviewed within 20 days after meeting.

**August/September**

* Attends the Board and Executive Committee Meetings and presents written financial report. Takes accurate minutes of the meetings and sends minutes to the state office within 20 days. Presents FSNA proposed budget for discussion and presents written financial report.

**October/November**

* Attends FSNA Annual Conference and House of Delegates and presents written financial report at HOD.
* Takes accurate minutes of the meetings of the Board and House of Delegates. Send minutes to state office to be reviewed within 20 days of meeting.

**January/February**

* Attends the Board Meeting and presents written financial report. Financial report should be sent to the state office two (2) weeks before scheduled meeting. Takes accurate minutes; send minutes to state office to be reviewed within 20 days after meeting.

**April/May/June**

* Begins working with Executive Director and Executive Committee on next year’s budget.
* Attends the Board Meeting and presents written financial report.

**July**

* Attends the SNA Annual National Conference in the odd-year of holding office.
* Transfers all files and records of office to incoming Secretary/Treasurer upon completion of term of office on July 31st.