

ASNT SECRETARY/TREASURER

Scope

Responsible for assuring the preparation and distribution of minutes for all Executive Committee Meetings, all meetings of the ASNT Board of Directors, and all Business Meetings of the Society. The Secretary/Treasurer shall assure that a Master File of these records is maintained and safeguarded.

Responsible for assuring that complete and accurate records of all moneys received and disbursed by or on behalf of the Society are maintained, and that proper receipts are secured for all moneys that are disbursed. Serve as the financial officer of the Society and prepare reports on the financial status of the Society.

Primary Responsibilities

- In concert with the Chairman of the Board and the ASNT President, causes preparation and distribution of a formal agenda thirty (30) days prior to all Board, Executive Committee, and National Business meetings.
- Serve as Recording Secretary for the National Society, the Executive Committee, and the Board of Directors. Insures that preparation, distribution and filing of official minutes for all meetings of these bodies.
- Assist in the preparation of the Annual Budget and Operating Plan, and submit these to the Board at least thirty (30) days prior to the Spring meeting.
- Maintains status of Executive Committee and Board of Director charges, and provides the ASNT President and Chairman of the Board with a listing of all "Open" charges.
- Ensures historical records of the Society are maintained, as necessary.
- Assures the Policy and Procedures Manual is current.
- Reviews Society financial performance on a quarterly basis.
- Reviews all proposals for expenditures exceeding \$5000.00, except inventory replacement.
- Prepares and presents the Secretary/Treasurer's Report at the Annual Business Meeting.
- Assures that Society Officers, Directors, and Headquarters Staff personnel are appropriately bonded, and that Board approved liability insurance is maintained.
- Reviews Headquarters' monthly internal audits at least two times during term of office. Assures all corrective actions recommended are addressed. Reports results of these reviews to the Business and Finance Committee at regular meetings.
- Maintains Secretary/Treasurer Handbook and trains the incoming Secretary/Treasurer as needed.

POLICY J-4.4C

Supportive Responsibilities

- Interacts with the Headquarters Staff to assure that the membership is formally notified of all Annual and Special Business Meetings, proposed amendments to the ASNT Constitution and Bylaws, and Selection Committee reports.
- Annually reviews the benefit package for the Headquarters Staff and recommend revisions to the Executive Committee as appropriate.
- Conducts periodic audits of ASNT financial transactions.

Committee Membership

The ASNT Secretary/Treasurer shall be a member of the following committees:

- Executive Committee
- Constitution, Bylaws, and Policy Manual Committee
- Business & Finance Committee (Chairman)
- Strategic Planning Committee

Reporting Requirements

Copies of the minutes of all Board, Executive Committee, and Society Business Meetings shall be distributed to the Board within forty-five (45) days after each meeting.

A written report on the financial activities of the Society shall be submitted to the Board prior to each Spring and Fall Board meeting. A Secretary/Treasurer's Report shall be prepared for presentation at the Annual Business Meeting and for subsequent publication in Materials Evaluation. Additional reports of the Secretary/Treasurer's activities shall be submitted to the Board when requested by the ASNT Chairman of the Board.