

APS Pacific Division

DUTIES OF THE SECRETARY TREASURER

(Revised April 2011)

GENERAL DUTIES:

1. Authorize payment of bills, graduate student awards, travel awards, etc. Keep financial records in order. Review and present the annual financial report, as well as the membership report at the annual business meeting during the Pacific Division's annual conference.
2. Handle Pacific Division correspondence and maintain communications within the Division using the email list provided through APS headquarters. Prepare one Division newsletter per year of the three editions per year that are rotated between President, President-elect, and Secretary / Treasurer.

AT THE BEGINNING OF TERM:

1. 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. Send to other officers for correction / clarification and then send to general membership in an email. Send a copy to APS headquarters for posting on the division website.
- b. Finalize death-retirement report and send copies to *Phytopath News*. Contact APS Headquarters to request up-to-date list-serves of paid Division members (regular, student, emeritus).
- c. Send names of new Division officers to the President of APS.

2. Five to six months prior to Division meeting:

Assist in the coordination of abstract submissions/receipts to/from APS Headquarters as necessary. (Handling of submissions of abstracts and meeting registrations is now coordinated through APS headquarters and the APS website. This will also depend on whether the annual meeting is being held in conjunction with the Division meeting). This process should begin in October prior to meetings held in conjunction with the national meeting to ensure incorporation or registration and abstract submission with national registration. Completed abstracts are sent to the President-elect once the registration costs have been received.

3. Two months prior to the Division meeting:

- a. Assist in the coordination of registration forms and fees; compile registration list and list of banquet attendees, etc. (If annual meeting is being held in conjunction with the Division meeting this will need to be done in conjunction with APS headquarters. This process begins in October.)
- b. Send receipts to all individuals for registration and abstract fees. (These can be placed in registration packets or handed out at registration; again, if annual meeting is being held in conjunction with the Division meeting, this will be done in

conjunction with APS headquarters. Make contact with headquarters beginning in October.)

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. (This recently has been done utilizing the resources of the APS headquarter staff.)

b. Take all necessary papers, minutes of past meetings, receipt books, check book, etc., to annual meeting.

c. Request Treasurer's report for Division meeting from APS headquarters at least two weeks in advance to give them time to calculate final expenses.

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 meeting minutes.

2. General Business Meeting:

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

b. Take meeting minutes.

3. Report Pacific Division Awardees immediately after the meeting to APS Headquarters

AWARDEE:

AWARD NAME:

INSTITUTION:

DIVISION/MONTH/YEAR AWARDED:

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 APS headquarters.

3. Update job description for the next Secretary-Treasurer.

4. Send all records to the next Secretary-Treasurer.