

**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**

- Keeps the membership rolls, gathering necessary information from new and returning members.
- Keeps attendance records for each meeting and brings attendance problems 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 information to the American Inns of Court Foundation.
- Bills and collects member dues according to the schedule set forth by the Executive Committee.
- Manages the Inn finances and bank accounts, reporting on the Inn's financial status to the Executive Committee at each meeting. Deposits all monies collected, and pays all debts incurred, by the Inn.
- Prepares annual budget for approval by Executive Committee.
- Supervises the Inn Administrator.

**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 self-evaluation to determine previous successes or challenges encountered in the position.
- Attend an American Inns of Court Leadership Summit, the cost of which is paid by the Inn.

**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.

**Volunteer Agreement**

**Position:** Secretary/Treasurer

**Term:** July 1, \_\_\_\_ through June 30, \_\_\_\_

I, \_\_\_\_\_, agree to serve as a volunteer for the \_\_\_\_\_ American Inn of Court. I have read and understand the position description for the position for which I am volunteering, and I agree to fulfill the responsibilities of that position for the specified term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date