

## SECRETARY/TREASURER

### SKILLS REQUIRED:

1. Ability to work without direct supervision
2. Ability to make decisions
3. Knowledge of general office procedures
4. Knowledge of general accounting procedures and bookkeeping
5. Accurate typing
6. Computer, word processor, office machines experience are necessary
7. Dependability, trustworthy
8. Must be self-motivated
9. Good organizational skills
10. Good verbal and written communication skills

11. Ability to exercise patience and self control

12. Ability to work under stress and handle multiple tasks

#### SECRETARY RESPONSIBILITY:

The Department Secretary's responsibilities are as follows in the order given; the

Administration of all matters pertaining to the members of the Department of Arizona, American

Legion Auxiliary; the administration of all requests/requirements for the National American

Legion Auxiliary; cooperation with the American Legion; assistance for and administration of

Any matters pertaining to the Health and Welfare of Veterans and/or their families.

#### SECRETARY DUTIES:

It shall be the duty of the Department Secretary to record and print the proceedings of all

Department Meetings; to act as custodian of and maintain in a current mode, all books, papers,

And records; to prepare and transmit to the National Headquarters items as required; to send out

Notices or information packets as directed by the Department Executive Committee/President; to

Carry out all duties as listed in the Department Constitution and Bylaws, the Department Policy

And Procedures, and the Headquarters/Employee Policy Manual.

#### TREASURER RESPONSIBILITY:

The Department Treasurer is responsible for receiving all monies for the Department of

Arizona and for disbursing same as so directed. The Treasurer is also responsible to provide a

Printed itemized Annual Financial Condition Report to the Finance Committee, Officers of the

Department, and the Executive Committee after it has been reviewed by the outside Accountant.

An abbreviated Year End Financial Report will be sent to the Units in the monthly packet

Following receipt of the full report.

#### TREASURER DUTIES:

To receive all monies belonging to the National and Department levels of the A.L.A. and

To account for the same. She is to pay all office and budgeted expenses. She is to maintain all

Financial records. To prepare any reports as may be deemed necessary by the Department

Executive or Finance Committee.