

ARTICLE VI
AREA 11 SECRETARY/TREASURER

VI.1. The AREA 11 Secretary/Treasurer records all minutes and submits copies to the AREA 11 Board of Directors within three (3) weeks of the close of the meeting.

VI.2. The AREA 11 Secretary/Treasurer handles all financial matters of AREA 11.

VI.3. The AREA 11 Secretary/Treasurer is authorized to designate the official bank of AREA 11.

VI.4. The AREA 11 Secretary/Treasurer is encouraged to find the best investment return on all accounts. Executive Committee approval is required for any investments outside the realm of money markets, time certificates, checking or savings accounts.

VI.5. Signature authority on all AREA 11 banking accounts must be that of the AREA 11 Secretary/Treasurer, the AREA 11 Chair, and the AREA 11 Chair-Elect. The AREA 11 Secretary/Treasurer ensures that required bank signatures are met.

VI.6. Yearly reports, necessary for non-profit, tax-exempt status are the responsibility of the AREA 11 Secretary/Treasurer.

VI.7. A review of the financial records including the AREA 11 bank account(s) is made at the end of each fiscal year by a reputable CPA or like financial firm. The firm is engaged to prepare the yearly IRS tax-exempt form.

VI.8. A period of time either immediately prior to the end of the fiscal year or immediately after the beginning of the fiscal year, may be declared by the AREA 11 Secretary/Treasurer as an “inactive time” in order to prepare for the review and for the actual review itself. An announcement is made to the AREA 11 Board of Directors thirty (30) days prior to the announced time.

VI.9. The AREA 11 Secretary/Treasurer prepares financial reports.

VI.9.a. Submit reports to HANDBELL MUSICIANS OF AMERICA as requested.

VI.9.b. Submit quarterly and end-of-year reports to the AREA 11 Board of Directors.

VI.10. The AREA 11 Secretary/Treasurer is the Registrar for AREA 11 events.

VI.11. The AREA 11 Secretary/Treasurer ascertains the authenticity of AREA 11 Festival/Conference registrants’ membership in HANDBELL MUSICIANS OF AMERICA as requested by AREA 11 Event Planners.

VI.12. The Area XI Secretary/Treasurer works with Sub-Areas to comply with IRS, bonding, corporation, not-for-profit status, and/or other legal requirements.

VI.13. The AREA 11 Secretary/Treasurer is responsible for consolidating and maintaining the AREA 11 Voucher System (see Appendix B) and Voucher Payment Procedure.

VI.14. The AREA 11 Secretary/Treasurer is responsible for the timely updating of the Rules of Procedure with changes directed by associated motions from the AREA 11 Board of Directors meetings.

VI.15. The AREA 11 Secretary/Treasurer maintains official AREA 11 letterhead in both physical and electronic forms for all official AREA 11 communication.