

Treasurer Duties

Article V. Executive Board

Section 1. The Executive Board shall consist of five (5) elected officers and two (2) elected “at large” voting members. The elected officers of the party shall be the Chair, the First Vice Chair, the Second Vice Chair, the Secretary, and **the Treasurer**. The elected “at large” members shall be Member At-Large, Department 1 and Member At-Large, Department 2. At-large members of the executive board shall have equal voice and vote as elected officers.

Section 2. All members of the Executive Board of the party shall be active voting registered Democrats.

Section 3. The Executive Board members shall be elected to serve a term of two years and are not subject to term limits.

Section 4. Duties of the Executive Board

- A. Hire, as needed, an executive director and/or any other paid staff.
- B. Define and establish the duties of all paid staff.
- C. Maintain the fiscal health of the WashoeDEMS.
- D. Develop and implement an annual operating budget.
- E. Be active participants in party fundraising, supporting the efforts of the Second Vice Chair and the executive director.
- F. The Executive Board may adopt and disseminate additional written procedural rules consistent with the charter and bylaws for the conduct of meetings or the handling of special matters or relating to the operation of other party organizations.
- G. Oversight of committees to ensure that they are active and functioning.

For more detail on the Duties of the Executive Board, please review the Charter and Bylaws [at this link](#).

Officer Duties

Treasurer

- A. Maintain the financial records of the WashoeDEMS and be responsible for the accurate and timely filing of all reports required by public disclosure or regulatory authorities.
- B. Be the custodian of all funds and securities of the WashoeDEMS.
- C. Implement processes that ensure the deposit and disbursement of the funds of the WashoeDEMS pursuant to the current budget and policies and procedures adopted by the WashoeDEMS and its Executive Board.
- D. Prepare and distribute a written financial report to the Executive Board prior to each meeting of the WCCC.
- E. Chair the Finance Committee.
- F. May appoint an assistant treasurer with the approval of the Executive Board.
- G. Perform such other duties as the Chair, the WCCC or its Executive Board may delegate.
- H. Advise affiliate local organizations on fundraising reporting activities.