



Washington School Public Relations Association

Officer Job Description – Vice President, Finance

WSPRA Bylaws:

Vice president for finance shall keep financial records, maintain a membership listing, disburse budgeted funds, and provide financial reports at each executive committee meeting. This officer shall be registered as chapter treasurer for legal purposes.

Position Detail:

- Attend executive (officer) and general (workshop) meetings
 - Provide financial reports at executive (officers') meetings
 - Provide for registration/attendance monitoring at workshops
- Assist in workshop development.
- Receive WSPRA mail and route accordingly.
- Manage WSPRA finances
 - Maintain accurate records of all receivables
 - Deposit membership dues checks and forward membership paperwork to VP Finance
 - Deposit workshop registration fees, track expected attendance and communicate head-count projections to the President-Elect and the board
 - Maintain accurate records of all payables (receipts, etc.) and pay all bills
 - Complete and submit the NSPRA Cash Flow Report

Timeline related to projects:

JULY

- Attend NSPRA Convention if possible

AUGUST

- Participate in WSPRA officer planning meeting, help identify potential dates, themes and speakers for upcoming year's workshops

Mid-SEPTEMBER

- Receive WSPRA finance box and review duties with outgoing VP Finance
- Make first deposit of membership dues and forward membership data sheets to VP Marketing
- Pay annual bills (mailbox due November, Web services due September)

Late-OCTOBER

- Send second notice reminders to members who have not yet paid dues

Late-AUGUST/Early SEPTEMBER

- Prepare NSPRA Cash Flow Report; finalize and submit once Aug. 31 balances are known
- Transition new VP Finance into position

NOVEMBER

- Pay \$10 filing fee for non-profit status to Secretary of State

EACH WORKSHOP

- Check mail two weeks prior to workshop for preliminary headcount and again the Tuesday before for a “nearly final” count to report to the President-Elect and the board (Note: Due to the occasional unavoidable cancellation...only for unforeseen circumstances...do not make registration deposit until after the workshop)
- Bring to the workshop:
 - Blank nametags and Sharpie
 - Sign-in sheet for registrants and receipt book for unannounced arrivals
 - Checkbook...pay caterer, presenters, ± \$50 for decorations and maybe facility rental
 - Presenter fees...non-members: President-Elect will negotiate the best possible rates; \$200 honorarium plus expenses (mileage and hotel) is typical of locals. National presenters can be much more. Members: Panelists don't pay for workshop registration; workshop presenters are also offered honorarium (and sometimes expenses, as negotiated).