

LEHIGH VALLEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

TREASURER

PROCEDURE

TERM OF OFFICE: The term of office shall be the fiscal year, i.e., July 1 through June 30 or until all monetary transaction from term of office have cleared LVHIMA bank account.

DUTIES:

The Treasurer shall receive and disburse all Association monies, make disbursement of funds with the approval of the President and the President-Elect.

Generates and maintains vouchers for all transaction and submits copies by E-Mail to the President on a monthly basis.

The Treasurer shall maintain a checking account at a bank convenient to the treasurer. Keeps accurate and complete records of all receipts and transactions made.

The Treasurer shall balance the checking account monthly and at the end of the term of office.

On receipt of membership applications, completes all of the treasurer's documentation and forwards original forms to the Chairman of the Credentials Committee for completion of the application process.

The Treasurer shall complete the expense vouchers process of all financial transactions when conducting business of the LVHIMA

Reports are made to the President and the membership at the business meetings and on the LVHIMA website...

Is an officer member of the Executive board and shall perform such duties which the Executive Board might request.

Submit a final report to the President after the annual meeting with receipt of final bank statement.

QUALIFICATIONS: Only active dues paying members shall be eligible to hold office.

RESIGNATION OR REMOVAL: Any officer may at any time resign by giving written notice of such action to the Executive Board, indication the date on which the resignation will be effective.

VACANCIES: All vacancies except the office of the President-Elect may be filled until the next election by an affirmative vote of the remaining members of the Executive Board.

December, 2006