



## Job Description: **Treasurer**

April 10, 2024

The Tire Society

301 Concourse Blvd, Suite 210

Glen Allen, VA 23059

[www.tiresociety.org](http://www.tiresociety.org)

Phone: 785-865-9403, Email: [tst.ks@kwglobal.com](mailto:tst.ks@kwglobal.com)

---

### **Who:**

- Tire Society Member
  - Officer of the Society
  - Resident of the State of Ohio to satisfy legal incorporation requirements.
- Elected by: membership
- Reports to: President
- Length of Term: 2 years

### **Mission:**

Manage the finances of the Society, compiling and maintaining records of all income and expenditures. Assist the President in the business operation and the long-term planning of the Tire Society to provide value to members and to produce compelling conferences with high quality presentations and sufficient papers to support the Journal of Tire Science and Technology. Develop ways of advancing the Society and improving its value to its members.

**Constitutional Responsibilities:** With other Tire Society officers, legal responsibility for the operation of the Tire Society. Schedule and lead Executive Committee meetings.

### **Duties of Officer: Bylaws Article I, Section 4**

- Account for all monies of the Society to the membership and to the Executive Committee
- Approve all expenditures of the Society upon authorization of the Executive Committee
- Give bond for the faithful discharge of his duties, to the extent required by the Executive Committee
- Prepare an annual budget and present it to the members at the Annual Meeting
- Prepare an annual report on the state of the finances of the Society in accordance with ARTICLE IX of the Constitution

### **Specific Responsibilities:**

- Regularly attend and participate at Executive Committee meetings
- Report the financial condition of the Society at least quarterly
- Manage annual Tire Society tax filing
- Manage legal certifications and documentation with local, state and federal governments
- Manage officer liability insurance for the protection of the Tire Society Officers
- Manage investment of Tire Society Financial assets
- Assist in recruiting of new members and volunteers
- Work for the continuity and long-term growth of the Tire Society
- Lead special projects (e.g., contract negotiation) as assigned by the President or Executive Committee