



## **PHRF NW Secretary Treasurer - Job Expectation**

**Organization:** Pacific Handicap Racing Fleet of the Northwest

**Administrator:** Board of Directors

**Date of Adoption:** 013116

**Adopted By:** Board of Directors

**Date of Revision:**

**Reports to:** Board of Directors

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- The Secretary/Treasurer is responsible for the oversight of all financial records and accounts of the Corporation. The Secretary/Treasurer shall also supervise the publication and maintenance of membership and other records of the Corporation.
- Voting member of the Board of Directors
- Serve on the PHRF Executive Committee.
- The Secretary/Treasurer is authorized to call a meeting of the Executive Committee.
- Hold signature authority for the Corporation with respect to financial matters.
- Confirm that the Corporation's Federal and State tax reporting requirements, which are done by the Corporation's Business Manager, as well as other legal filing requirements, are met.
- Keep accurate financial records for the corporation.
- Prepare an annual budget for the organization to be presented for approval by the Board of Directors.
- Record proceedings at Board of Directors meetings and prepare the minutes of those meetings.
- Ensure development and board review of financial policies and procedures.
- Regularly report to the Board on key financial events, trends, concerns, and assessment of fiscal health.
- Communicate regularly with the PHRF Business Manager.
- Identify and oversee maintaining a reserve fund
- Executive Committee member with signature authority for business purposes.