

Katy Parents of Gifted & Talented, Inc. Treasurer

Term of Office

The Treasurer is elected by a vote of the general membership for a two-year term in compliance with the bylaws. Election and installation occurs at the Spring General Membership Meeting. The term of office begins and ends at the end of the Katy ISD school year. Should a vacancy occur mid-term, the Board must elect a replacement by majority vote.

Qualifications

The Treasurer must have good communication skills, and be able to work independently to maintain accurate financial records, compile monthly reports and issue checks in a timely manner. Proficiency with and access to QuickBooks or compatible accounting software is required. Timely communication via email is essential. As the tax rules become more complex, a background in accounting will definitely be a plus, but not required. If the Treasurer does not have a tax and/or accounting background, an outside tax preparer may be needed to file the appropriate returns.

Position Description:

The Treasurer is responsible for maintaining accurate financial records, producing timely financial reports to the Board and processing reimbursement and check requests promptly. The Treasurer must be aware of and comply with the financial policies and procedures of the organization. All officers of KPGT must hold membership in the organization and demonstrate commitment to the work of the organization.

DUTIES (include, but are not limited to):

1. Make bank deposits promptly
2. Issue checks accurately and promptly as required, arranging for the appropriate signatures
3. Promptly respond to requests from employers to meet requirements for matching donations
4. Reconcile bank statements
5. Prepare monthly financial statements for monthly Board meetings
6. Complete and return Officers statements for the state of Texas every 2-3 years
7. Prepare tax returns as required – (beginning with year-end 2009, a form 990 is required)
8. Prepare for and actively participate in monthly Board meetings and Liaison meetings
9. Address concerns of Liaisons, GT teachers and Board members in a timely manner
10. Promote the vision and mission of KPGT to people of diverse cultures, ethnicities and backgrounds
11. Retain records and transfer to incoming Treasurer as part of transition
12. Demonstrate commitment to and promote awareness of the work of the organization
13. Foster a positive working relationship with other board members, volunteers, and Katy ISD staff
14. Be aware of and disclose any conflict of interest. Abstain from any action where such conflict may exist.

Generally, Board members are parents of children participating in the GT program of Katy ISD. The KPGT Bylaws require all Liaisons and KISD committee members to be parents of GT students. A minimum of 2/3 of the Board must be parents of KISD GT students. Compliance will be the responsibility of the Board and nominating committee.