

## ITBE Treasurer Vacancy

Illinois TESOL-BE (ITBE) is currently seeking a treasurer to serve on its Executive Board. ITBE is an affiliate of International TESOL and is a professional, nonprofit organization which promotes scholarship and professional interest in the teaching English to speakers of other language or dialect, and in bilingual education. ITBE is governed by an elected, volunteer board.

The volunteer position of ITBE Treasurer is primarily a “work from home” position, as ITBE does not maintain an office. Minimum qualifications/preferred qualifications are:

- strong organization skills
- a commitment to the members and profession served by ITBE
- Familiarity with Quickbooks and Excel preferred

The Treasurer is appointed by a two-thirds vote of the Executive Board for a term of two years. The current Treasurer’s term will expire on June 30, 2015.

Please submit your letter of interest and résumé to: [position@ITBE.org](mailto:position@ITBE.org) by **Friday, June 19, 2015**, to be considered for this position.

### Duties of the ITBE Treasurer

The Treasurer is responsible for the organization’s money, its disbursement, its collection, and its documentation. The outgoing treasurer will set up a day to train you on all the key elements of the position.

### Responsibilities

- Prepare the organization’s budget for approval by the ITBE Board by August.
- Prepare the annual convention budget for approval by the ITBE Board by September.
- Receive ITBE mail and pay regular invoices.
- File and submit new memberships received in the mail to our Membership Chairperson.
- Maintain financial records in QuickBooks, file expense reports, bank statements, PayPal records, deposit slips, etc. and work with accountant at the end of every fiscal year to finalize taxes for the Internal Revenue Service.
- Bring cash boxes, receipts and money to professional development events (Fall Workshop and Annual Convention) and work at the registration tables. During these events, you will need to use *Paypal Here* credit card swipe technology as well.
- Provide regular updates at board meetings on the number of attendees and income from professional development events (usually two per year).
- Attend monthly board meetings (mileage will be reimbursed and food will be provided at each meeting).
- Collect unpaid invoices, particularly purchase orders received from institutions during our annual convention in February.
- Work closely with the Registration Chair to monitor purchase orders, payments, and number of attendees during the annual convention, which may include driving to collect the registration packets from the current Registration Chair (mileage will be reimbursed).

- Complete or send any necessary forms for the completion of payments (e.g. W-9s, award checks during the convention, etc.).
- Any other duties that pertain to the organization's finances and records.