

Korea TESOL Treasurer's Duties

The KOTESOL Treasurer is a national officer, a voting member of the KOTESOL National Council; as such, they are required to be a current (dues-paying) member of KOTESOL for the duration of their service as Treasurer.

The current Treasurer is stepping down early (due to academic obligations), before the end of the term that he has been elected to. That term ends at the time of the annual business meeting, which is at the end of the International Conference – Oct. 14, 2018.

The current Treasurer is stepping down on June 30. We are looking for someone to complete his term (i.e., July 1–October 14), but we are hopeful that this person would be inclined to run for the subsequent full one-year term (October 15, 2018–October 2019).

Below is a quite exhaustive list of the duties of the KOTESOL Treasurer, most of which can be done from one's computer at home.

- Process payments (membership, conference, advertisers/commercial interests).
 - Matching bank records to website orders.
- Maintain a master chapter-dues-share spreadsheet (which also acts as a membership log)
 - Send quarterly chapter-dues-shares to chapter presidents for them to make formal requests for receipt of their portion of the membership dues.
- Produce receipts for payments.
- Work with KOTESOL Organizational Partners Liaison to produce invoices and receipts (once paid).
- Process RADs (request-authorization for disbursement – an in-house payment request form)
 - Pay online. / Pay international transfers at bank. / Cash payments (at meetings).
- Maintain past and present records.
- Produce yearly KOTESOL Budget (in coordination with the President and Financial Affairs Comm. Chair).
- Produce treasurer's report for National Council meetings (3-4/yr.) and the annual business meeting (1).
- Work with National and International Conference Chairs and Committees (on money-related matters).
- Maintain an active email account and answer any money-related questions that come in from members.
- Deal with KOTESOL tax obligations (which are very few).
- Any other duties assigned by the President that pertain to the financial affairs of KOTESOL.
- Familiarity with the QuickBooks accounting software package will be required, as this is the bookkeeping software used by KOTESOL.