Region Treasurer

**Purpose:** To assist the Region Leadership Team in creating an outreach plan and budget, tracking expenses per the budget, and following the PATH Intl. financial policies and procedures.

**Monthly time commitment:** 2 hrs./month including the RLT conference calls

**Responsibilities:**

- Assist the Region Leadership Team (RLT) in creating a region outreach plan and corresponding outreach allocation budget. *Note: The budget is based on fiscal year funding approved by the PATH Intl. Board of Trustees. The PATH Intl. fiscal year is 7/1 through 6/30. The region budget must be submitted to the PATH Intl. office no later than June 30th.*

- Following the policies and procedures providing in the RLT handbook provide assistance to RLT members with expense reimbursement requests. This should include identifying which budget line items the expense comes out of and timely submissions. *Note: Expenses are submitted by the Region Rep and must be approved by both the Region Rep and the Treasurer.*

- Track the Region’s expenses and provide your RLT with monthly budget to actuals. This should include monies budgeted for state specific expenses.

- Review region monthly expense statements provided by the PATH Intl. office to insure that they accurately reflect your region’s expenses. Ensure that the region’s actual fiscal performance is in line with the financial plan and allocation funding approved by the board. *Note: Each expense should reflect outreach activities to our members, centers and the general public.*

- Attend your Region’s RLT conference calls.

- Record your monthly outreach efforts and activity via the RLT Outreach reporting link. *Note: Although the responsibilities of this position do not include outreach, you may find that you have made phone call, emails, social networking posts, or assisted with outreach activities at state/area meetings or your region Conference.*

- Attend the annual Region Treasurer’s conference call to better understand the PATH Intl. financial policies and procedures and how you can best serve your RLT.