

SCL TREASURER – DUTIES

The SCL Treasurer's duties are set out in the SCL Constitution:

<http://scl-online.net/membership/index.htm/>

They are as follows:

1. BUDGET

Prepare an annual Budget in collaboration with the President, Secretary and Publications Officer. The Budget should include the following:

- a. Yahoo! Webhosting and Wild Apricot (Membership Management System)
- b. Publications budget;
- c. EC member travel to Annual EC meetings (normally within the Caribbean region);
- d. Conference budget (including Conference Manager travel, if necessary), with the Secretary and Local Organising Committee (LOC);

2. ACCOUNTS

a. The Society holds the following accounts:

- i. Cave Hill:
- ii. Mona: NCB, UWI Branch – JMD Savings and USD Savings
- iii. St Augustine: Republic Bank, UWI Branch – TTD chequing, USD Savings, and a MoneyMarket investment account.

b. The Reinecke account is held in Jamaica. This account is used to pay prizes to outstanding students in Linguistics. The Mona Financial Officer must submit reports on the regular account as well as the Reinecke account.

3. REPORTS

Accounts are reported to the members in US\$. The accounts go to an accountant for vetting and auditing. This means that all SCL Financial Officers must close off and send in their account statements on 31 June for the preparation of the paperwork and draft accounts for checking.

- a. The Treasurer's report for presentation to members at the Biennial General Meeting – the accounts will normally be presented as part of this report.
- b. Ensure that proper records (receipts and membership forms) are kept for checking. Work with the Secretary and the Local Organising Committee to produce a conference report, including Finances.

4. **MEMBERSHIP INVOICES AND RECEIPTS**

Ensure that all members receive annual invoices and receipts.

- a. Keep an accurate record of members' accounts. There is a file with a record of members' payments. An entry is made against a member's statement in this file whenever dues are submitted. This is updated every time statements are to be mailed to members. A master list is kept in the file and another list is generated for the purpose of deriving individual statements and mailing them to members.
- b. Statements are usually mailed twice a year – enclosed with two of the regular mailings of papers, but a third statement is sometimes sent to delinquent members. Members usually send in their dues when they receive papers and news of the Society on a regular basis. The main file and individual statements list the current mailings or mailings that have been sent for a given year.

5. **LIAISING WITH FINANCIAL OFFICERS** (Cave Hill, Mona, St Augustine) – TO BE REVISED:

- a. Ensure there is proper handover of signatories on SCL account(s);
- b. Financial Officers receiving members' dues and depositing them;
- c. Upon receipt of members' dues, notify the Treasurer;
- d. The Treasurer will issue manual receipts and invoices.
- e. Ensure that the members receive recent print publications;
- f. Ensure that new members receive their welcome letter from the Secretary;
- g. Handle the John Reinecke prize;
- h. Prepare an annual statement, and
- i. Embark on recruitment drives.

Updated 25 March 2014 based on the 2012 Changes to the Constitution