



**Port Angeles Association of REALTORS®**

PO BOX 748

Port Angeles, WA 98362

(360) 452-7441

NATIONAL ASSOCIATION OF REALTORS®

Treasurer  
Job Description

TREASURER: Is a voting member on the Board of Directors.

Responsibilities:

Attends and makes a report at all Board of Director meetings.

Attends and makes a report at monthly General Membership meetings.

Reviews all financial statements prior to meetings to check for accuracy and prepares reports.

Carries out other general responsibilities as officers and Board of Directors may specify.

Assists Associate Executive or bookkeeper in preparing books for tax preparation.

Conducts a meeting(s) at the end of year to plan budget for coming year.

Promotes, enhances and represents the real estate industry and the Port Angeles Association of Realtors with the highest professional and ethical standards in accordance with the National Association of Realtors Code of Ethics and Standards of Practice to the community at large.

Last updated: 9/24/2017