



Call for nominations, Northern Section Treasurer

Do you want to be more involved with APA? Do you want to serve your fellow Northern Section members? Consider joining your Northern Section Board as Treasurer!

In general, the Treasurer's duties include preparing an annual budget, keeping track of all Section accounts and funds, submitting financial reports to the Section Board, and submitting a year-end financial report to the Chapter. As a Section member, you may **nominate yourself or another Section member** by providing a candidate's statement (max. 500 words) and a résumé by Sunday, January 3, 2021.

Treasurer candidates should have a working knowledge of accounting procedures, including posting debits and credits into accounting software, balancing accounts, and reconciling statements. The Treasurer shall (1) Prepare an annual Section budget for submittal to the Section Director; (2) Receive and be held accountable for all Section accounts and funds and properly authorize the disbursement of said funds, including those received through an electronic transfer website; (3) Collect or designate a person responsible to collect money at events that require a fee; (4) Work with any bookkeeper or other finance professional hired to assist with prescribed financial duties, such as tax and annual reporting requirements; (5) Submit financial reports to the Section Board; and (6) Submit quarterly financial reports, including an end-of-year financial report, to the Chapter.

Upon election, the Section Treasurer will complete the remainder of a term that concludes on December 31, 2021. Candidates must be an APA member current in dues and reside and practice planning within the Northern Section.

Submit a candidate's statement summarizing qualifications (maximum 500 words) and a résumé to Section Director-Elect Florentina Craciun, AICP, at directorelect@norcalapa.org by Sunday, January 3, 2021.

Questions? Contact directorelect@norcalapa.org or treasurer@norcalapa.org.

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