**Call for Nominations for PAGC Treasurer**

**Term 1/1/23 – 12/31/24**

**Nominations Due June 1, 2022**

The Pennsylvania Association of Genetic Counselors (PAGC) is now accepting nominations for the executive board position of Treasurer. Feel free to nominate yourself or a co-worker who would be great in this position. Of note, the Treasurer must be a full-member of PAGC in good standing and have a basic knowledge of bookkeeping.

**Treasurer**

The PAGC Executive Board is a team of committed volunteer leaders responsible for governing the organization by monitoring the needs of the membership, determining the goals and direction of the PAGC, and by ensuring adequate resources (financial, human, etc.) are available to implement the association’s plan of work. Individual board members are expected to engage in the governance process and may also participate in management functions as volunteers in performing tasks which help the association achieve its goals. All positions on the board require the following:

* Attendance at virtual monthly executive board meetings
* Attendance at the Annual Business Meeting (typically held in conjunction with Spring meeting)
* Additional responsibilities of Board Members include service on or as a liaison to a PAGC Sub-committee
* Tasks specific to the Treasurer Role\* include:
  + Provide monthly treasurer reports for PAGC Board
  + Provide annual treasurer update at the PAGC Annual Meeting
  + File IRS postcard for taxes annually
  + Issue and document reimbursements for PAGC Board and members as needed
  + Be a signatory on the PAGC bank account and manage basic banking tasks (deposits, payments, etc.)

*\*The outgoing Treasurer will help to guide and transition these tasks*

Please send your nomination to [pennsylvaniagc@gmail.com](mailto:pennsylvaniagc@gmail.com), including the name and contact information for the nominee. If you are nominating a co-worker, please make sure they are interested in this position. If you have additional questions regarding the position, feel free to contact us at pennsylvaniagc@gmail.com.