

WYHIMA Officer and Board of Directors Position and Responsibility Descriptions

Position: Secretary/Treasurer

- The role of Secretary/Treasurer will serve as a combined role in the WYHIMA and will perform the duties of both the Secretary and the Treasurer.
- *The Secretary/Treasurer will serve a two (2) year term. (To be determined.)*
- Secretary Responsibilities:
 - The Secretary/Treasurer shall be official custodian of the records of WYHIMA.
 - The Secretary/Treasurer shall certify and keep at the principal office of AHIMA and WYHIMA the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date, as well as a book of minutes of all meetings of the members and the Board of Directors, and any committees having any of the authority of the Board of Directors.
 - The Secretary/Treasurer shall perform any and all other duties incident to the office of Secretary/Treasurer and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.
- Treasurer Responsibilities:
 - The Secretary/Treasurer shall keep, or cause to be kept, adequate and correct accounts of all the properties and financial transactions of WYHIMA and shall deposit, or cause to be deposited, all monies and other valuables in the name of and to the credit of WYHIMA, with such depositories as may be designated by the Board of Directors.
 - The Secretary/Treasurer shall render to the Board of Directors, upon request, an accounting of all financial transactions of WYHIMA and a statement of the financial condition of WYHIMA, and, if requested by the Board, shall cause an annual audit of WYHIMA's financial affairs to be conducted.
 - The Secretary/Treasurer shall perform any and all other duties incident to the office of Secretary/Treasurer and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors.
 - The Treasurer shall also serve as the Chair of the Finance Committee, *ex officio* with vote.