



Texas Association for Literacy Education

INTERNATIONAL
LITERACY
ASSOCIATION

Application for Treasurer 2017-2018

TALE is accepting applications for the position of treasurer. The treasurer is a voting member of the executive committee and is appointed for a two-year term. The Treasurer then proceeds to past-treasurer for one year. **It is a three-year commitment.** The TALE treasurer needs to have a willingness to serve, strong written communication skills, strong organizational skills, willingness to use/learn new technologies for record management, and commitment to timeliness. In addition to attendance at all Executive Committee meetings and Board Meetings, the current duties of the treasurer are as follows:

- Maintain accurate and up-to-date financial records.
- Create and deliver a monthly report during board meetings.
- Supervise the management of all committee funds.
- Obtain legal insurance related to financial authority.
- Cooperate fully with an annual audit.
- Manage all financial aspects of the yearly conference.
- The outgoing treasurer will mentor the new treasurer for one year.

If you have qualifications and experience (or willingness to learn) to serve the membership of TALE and assume these responsibilities, please complete the application below and return with your resume or curriculum vitae to talemembership@gmail.com with the subject line: Treasurer Application 2017-2018 by May 1, 2017.

Please complete the following information:

TALE Treasurer Application

- Name:
- Phone number:
- Mailing Address:
- Affiliation:
- All preferred emails:
- Years as TALE member:
- Identify your goals for TALE:
- Experiences or personality traits that demonstrate your qualifications for this job:
- Please attach your curriculum vitae with two current references.