

W. A. Pattillo High School National Alumni Association, Inc.
P. O. Box 601
Tarboro, NC 27886
<https://pattilloalumni.com>

Recruitment for the Office of Treasurer of the Corporation

The alumni association is recruiting an individual to serve as the Treasurer of the Corporation. The person must be eligible for membership in the association and eligible to hold a position as an officer in the association. Per the Bylaws of the association:

- General membership of this organization shall be open to all persons who attended Princeville Grade School, Tarboro Colored High School, W. A. Pattillo High School, and Pattillo Elementary School.
- Associate membership of the organization shall be open to all persons who attended Tarboro High School and other schools within the Tarboro/Edgecombe County System. Associate members shall have voting rights for the election of Officers only and will be ineligible to be elected to hold office on the Board of Directors or the Executive Board.
- All officers must be members in good standing of the alumni association. These officers shall be elected every two years at the annual meeting. Each officer may succeed himself.

The individual does not have to live in the city of Tarboro but must be computer literate to the extent that they can communicate electronically with the officers, board members and chairs of the association using email, word and Excel with frequency and accuracy. The individual must be able to manage the personal financial platform of Quicken which the association has adapted for its fiscal requirements.

Duties of the Treasurer: The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. He/she shall within ten (10) days of receipt cause to be deposited in in the banking institution of the association. He/she must be one of the officers who shall sign checks or draft of the organization. He/she shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors. He/she shall serve as Chairperson of the Finance Committee and the Budget Officer. The fundamental purpose of the Finance Committee is oversight of the fiscal operations of the association. As a small non-profit, tasks include budgeting, financial planning, financial reporting, creating, and monitoring internal controls and accountability policies. The Treasurer shall be bondable and bonded by the Corporation if it so desires.

Inquiry: Interested persons should contact the Chairperson of our Nominating and Recruiting committee, Joanne Johnson Jefferson at pattillo.nominate2ch@gmail.com, for further conversation.

Barbara Giles Carter
National Secretary