Grand Island Electronic Unit June 16, 2025 7:00 p.m. CT via Zoom

Title: So You Have Been Elected Treasurer. What Are Your Responsibilities to the Organization?

Presenter: Wanda M. Sims, PRP, CP 301-908-3989 wmsimsprp@gmail.com

Abstract: Understanding the duties and responsibilities of a treasurer is information those seeking the position should understand and agree to before taking on this important role. This interactive presentation will highlight financial information given by the treasurer at each regular meeting and explain the processes for budgeting and auditing.

Body of Knowledge: Consultant Domain 6 “Advise clients regarding the responsibilities of individual officers and individual board members.” Leader Domain 2 “ A leader should know the different types of records including financial records kept by the organization.”

Performance Expectations: RPCE 10.2 “Recognize and know how to advise officers and board members concerning their responsibilities.”

Biography: **Wanda M. Sims, PRP, CP**

**Wanda M. Sims, PRP and CP** has been a member of the National Association of Parliamentarians (NAP) since 2008. After serving as Treasurer and Vice-President, she served as President from 2021 to 2023. She is a past President of the McCaskill Unit, a member of the Florida State Association of Parliamentarians, the District of Columbia Association of Parliamentarians member-at-large, and the Maryland Association of Parliamentarians member-at-large. Wanda was the Assistant Workshop Coordinator for the 2015 NAP Biennial Convention and the 2012 and 2014 NAP District Two Conference Coordinator. Wanda currently serves as a member of the Board of Directors for the American Institute of Parliamentarians (AIP) and chair of the member services committee.

As a Professional Registered Parliamentarian, Wanda has experience serving as a parliamentarian and providing advice on parliamentary procedure, including meeting strategy, developing, revising, and amending bylaws, conducting parliamentary procedure workshops for local governments, civic organizations, and churches, overseeing elections, training presiding officers, boards and committees, preparing meeting scripts, and analyzing unique and complex matters.

Wanda has a bachelor's degree in mathematics from Spelman College in Atlanta, GA., and a master's in organization development and human resources from Johns Hopkins University, Baltimore, MD. In 2016, she retired from the federal government after working for the Federal Communications Commission for 36 years. Wanda is a native of Nashville, TN, a life member of Alpha Kappa Alpha Sorority, Incorporated, a legacy life member of the National Council of Negro Women, and a life member of the National League of American Pen Women.

Resource: *Robert’s Rules of Order Newly Revised (12th ed.)*

1 hour presentation, medium level, 1 CEU credit

Outline:

Responsibilities and Traits of Treasurer Before Election

Responsibilities After Election

Budgeting

Auditing

Maintenance of Records