



IRHS NPO

TWO OPEN POSITIONS ON THE NPO BOARD

SECRETARY AND TREASURER

Secretary: The Secretary shall provide notices of meetings and their agendas to membership. The meeting minutes shall be posted on the NPO website by the Secretary. If the website is not available the minutes will be posted in the school office. The Secretary shall retain minutes, records, and other appropriate materials related to the NPO, except books of account and the President's book, which shall be held under custody and control of the Treasurer and President. The Secretary shall prepare and disseminate intra- and extra- organizational correspondence.

Treasurer: The Treasurer shall have the custody of all the NPO funds, and shall keep full accounts of all income and disbursements belonging to the NPO. The Treasurer shall deposit all monies in the name and to the credit of the NPO in such depositories as may be designated by the Board. The treasurer will complete the required paperwork for the IRS and the AZ Corporation Commission in the summer for the current term. The Treasurer and or President shall sign all checks, drafts, or other indebtedness issued in the name of the NPO. The Treasurer shall report the financial statement at every meeting and at other times when requested by the Board. If determined by the board or general membership, the Treasurer's accounts shall be examined by an auditing committee of two qualified members or by a professional auditor appointed by the President with the approval of the Board. Said auditors shall make their report to the membership by the final meeting of the school year. The Treasurer shall have charge of the preparation and filing of reports, financial statements, and charitable acknowledgement letters to donors and as law may require--tax returns. Copies of all NPO bank statements shall be kept on file.

Please e-mail ironwoodnpo@gmail.com if you are interested.