



**Maryland Retired School Personnel Association**  
8379 Piney Orchard Parkway, Suite A • Odenton, Maryland 21113  
Office: 410-551-1517 • Email: [mrspa@mrspa.org](mailto:mrspa@mrspa.org)

**NOMINATION FORM FOR THE POSITION OF TREASURER**

DEADLINE FOR NOMINATION IS OCTOBER 13, 2023.

Name of Nominee: \_\_\_\_\_

Nominee's Address: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Local Association: \_\_\_\_\_

Has this person served in an elective office within his/her local association?       Yes       No

If yes, please list at least one:

Position Held	Dates of Service

Is this nominee aware of this nomination?       Yes       No

Does the nominee have adequate time available to actively serve?       Yes       No

Please summarize why the nominee would make a good candidate for this position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of MRSPA member or local association making this nomination: \_\_\_\_\_  
\_\_\_\_\_

Return form by US Mail or Email before October 13, 2023 to:  
MRSPA Nominating Committee 8379 Piney Orchard Parkway, Suite A Odenton, MD 21113  
[mrspa@mrspa.org](mailto:mrspa@mrspa.org)



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### **TREASURER**

#### **QUALIFICATIONS, TERMS OF OFFICE AND DUTIES (ACCORDING TO THE MRSPA BYLAWS)**

#### **ARTICLE VI – OFFICERS**

##### **Section 2. *Qualifications***

- a. Officers shall be active members of both the Maryland Retired School Personnel Association and their local organization/association.
- b. Officers shall have served as an elected officer or as a committee chair of a local association.
- c. Officers shall have served the Maryland Retired School Personnel Association as committee chair, committee member, or member of the Board of Directors.

##### **Section 3. *Terms***

- d. The term of the Treasurer shall be for three years and may not exceed one additional consecutive term of three years.
- e. All terms of office shall be effective July following the election.

##### **Section 4. *Duties of the Officers***

###### **f. *The Treasurer***

- 1) Shall approve the receipt and deposit of membership dues and other monies paid by members of the Association.
- 2) Shall approve the accounting and posting of income and expenses for the Association.
- 3) Shall approve the payment of all financial obligations of the Association.
- 4) Shall approve the investment of funds.
- 5) Shall approve the preparation and issuance of all financial reports of the Association.
- 6) Shall approve the preparation of all required state and federal financial reports for the Association.
- 7) Shall approve the issuance of payroll and direct payroll transfers.
- 8) Shall serve as a member of the Board of Directors, Executive Committee and Finance Committee.
- 9) Shall submit reports for the Annual Business Meeting, Board Meetings and the Annual Audit.
- 10) Shall sign checks in accordance with MRSPA Policies and Procedures.
- 11) Shall provide technical assistance as required and recommend internal controls where necessary.