



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Treasurer

The Treasurer of the Administrative/Professional Council serves as the coordinator for all financial accounts for the council, either through the ISU Foundation or Human Resources.

Treasurer Responsibilities

Estimated time required: Varies from month to month

Duty	Time Commitment
Attend all A/P council Meetings	4-5 hours per month
Act as Chair in the absence of the Chairperson, Vice-Chairperson, and Secretary	TBD
Provide a written financial report at the first meeting each month, and any additional reports at the request of the Chair or Council	1 hour per month
Coordinate with the ISU Foundation and Human Resources to pay all obligations as they come due, including awards and scholarships.	TBD
Represent Administrative/Professional staff at open forums and other large scale campus events.	Varies per semester
Communicate with Budget Office to update Treasurer permissions to Budget Wizard.	½ hour per year