

Duties of the Treasurer

General: The Treasurer of Sigma Xi assumes the office of Treasurer on 1 July after their election at the annual meeting the previous November and serves a four-year term. The Treasurer is one of 5 officers of the Society and participates in meetings of the Society's Board of Directors, Sigma Xi, the Scientific Research Honor Society, Incorporated (the "Corporation"), and the Executive Committee. The Board of Directors is principally responsible for managing the activities, property, and affairs of the Society in accordance with the policies established by the Assembly. The Board of the Society simultaneously serves as the Board of the Corporation (Sigma Xi, The Scientific Research Honor Society, Inc.), which is the legal entity holding title to the Society's assets and responsible for managing the property, affairs, and financial business of the Society. The Treasurer also Chairs the Society's Committee on Finances, participates in quarterly meetings with the Society's financial advisors and committee, and prepares the Society's annual budget with the Society's Executive Director and Director of Finance and Administration.

In addition, the Treasurer may be asked to represent the Society at various functions throughout the year, including chapter installations, but may choose to accept or decline these invitations as he or she may wish.

Service on Boards and Committees: The Treasurer serves on the following Boards and Committees of the Society:

- Treasurer, Board of Directors of Sigma Xi, The Scientific Research Honor Society (the "Society")
- Treasurer, Board of Directors of Sigma Xi, The Scientific Research Honor Society, Inc. (the "Corporation")
- Treasurer, Executive Committee
- Chair, Committee on Finances
- Member, Committee on Strategic Planning

Time Commitment: The largest single time commitment for the Treasurer is the Society's annual conference in early November that normally runs from Wednesday evening through Sunday noon. The annual conference includes meetings of the Board of Sigma Xi, the Board of the Corporation, and the Executive Committee. In addition, the Treasurer presents the Report of the Treasurer. The Board also meets in the spring of each year in Research Triangle Park, North Carolina (normally in April) for a one-day meeting. The Executive Committee meets immediately prior to each meeting of the Board. The Committee on Finances meets for one-day during late February or March of each year and conducts three virtual meetings at the end of each quarter, the Executive Committee acts as the Committee on Strategic Planning, which generally meets for a one or two-day meeting, normally in the summer. All these meetings are arranged to accommodate the Treasurer's schedule, particularly meetings of the Board, Executive Committee and the Committee on Finances.