

TO: NAPCU members

FROM: Nancy Hoover, Treasurer / Secretary

RE: Official resignation as Treasurer effective June 30, 2010

DATE: October 27, 2009

After 11 years as a NAPCU officer, it is time for me to step down as NAPCU Treasurer. The ideal candidate for this position would be a library director who has an assistant and who also has access to a financial officer on campus who could offer advice and guidance for non-profit tax status.

The job of Treasurer of our dear organization has become too onerous for me. The change in the tax laws that now require NAPCU to file a corporate tax return with an accompanying Schedule A is a skill way beyond my capabilities or interests. It is in the best interest of the organization to have a new treasurer.

I will finish out this fiscal year as Treasurer. During this transition period, I will work with the new Treasurer to transfer accounts and paperwork. I can continue on as Secretary and continue to gather minutes of meetings and bylaw changes.

For anyone interested in this position, here are the job duties:

- Invoice membership dues; deposit income from membership and conference dues
- Manage savings and checking account (can be done online)
- File annual report to the State of Oregon. Department of Justice. Charitable Services Division
- File a 990EZ with accompanying Schedule A with the IRS at the end of each fiscal year
- Pay invoices associated with bi-annual conference or bi-annual NWALD sponsorship
- Present annual budget report to the membership
- Offer moral support to conference planners

I am sorry I am unable to attend this year's Business Meeting so I could deliver my resignation in person. I look forward to working closely with the next NAPCU Treasurer for a smooth transition for our finances and tax status.