

Chapter Treasurer

Job Description

Position Summary:

Act as Financial Officer and Advisor to Chapter Board of Directors. Maintain the Chapter mailbox and distribute mail to the appropriate Officer, Director or Chair. Send dues notices and other invoices to members. File appropriate forms and information with IRS.

Responsible to:

- The members of the Chapter
- The Chapter President

Responsibilities:

- Fulfill the role of Financial Officer and Advisor.
- The Treasurer as an elected officer of the Chapter is a responsible member of the Chapter's Board of Directors and must take part in discussion and action on all business of the Chapter. As Financial Advisor of the Chapter, the Treasurer must be in a position to assess the financial implications of proposed actions of the Board of Directors and inform the committee prior to final decisions being made. Also, the Treasurer must observe the financial direction of the Chapter, recognize possible financial problems, and bring such problems to the attention of the Board of Directors for action.
- The Treasurer shall receive, hold, and safeguard in the capacity of trustee and financial agent, all funds for the Chapter.
- The Treasurer shall disburse such funds only for normal and usual uses, unless the Chapter's Board of Directors shall otherwise direct.
- Create and present a budget annually to the Board of Directors
- Send out invoices / dues notices to Chapter members.
- Collect dues, deposit to bank and record in the Quicken Books software.
- Keep a spreadsheet to record dues payments and update member addresses, etc.
- Create a Treasurer's report for the monthly Chapter meetings and send to members prior to meeting.
- Reconcile bank statement monthly.
- Pay bills when received.
- Maintain the Membership database and email to members monthly.
- Check the Chapter PO Box.

- Participate in the development and implementation of short-term and long-term strategic planning for the Chapter.
- Represent the Chapter in the Human Resources community.
- Conduct an annual audit of prior year's revenues and expenditures, along with designee.
- Create and present a budget annually to the Board of Directors