

## **JOB DESCRIPTION TREASURER**

### Member of the Board

As a member of the Board, is expected to attend regular and special Board meetings.

### Signatures of Officers at Financial Institutions

Immediately after assuming office, responsible for obtaining signatures of all new officers for filing with the bank maintaining the Chapter checking account and if required, signatures of all new officers for filing with the company maintaining the Chapter's money market account.

### Annual Chapter Budget

Prepares and submits to the Board a proposed annual Chapter budget as soon as possible after the beginning of the fiscal year (January 1).

### Monthly Membership Luncheon Meetings

Greets members, verifies registrations and fees for the luncheon and collects unpaid luncheon fees.

### Deposits of Income and Payment of Expenses

Makes deposits to the Chapter's bank account within fifteen (15) days of the receipt of such monies. Issues checks as requested by the Board and Committee Chairpersons and pays bills received for payment within fifteen (15) days of the receipt of the invoice or request for payment/reimbursement. If presented with an extraordinary expense, as defined by the Board, submits the request to the Board for approval of payment.

### Reconciliation of Financial Records

On a monthly basis, provides the President-Elect with copies of bank statements and any other records and reports necessary for reconciliation and verification of the Chapter's financial records.

### Reports to the Board and Membership

Submits to the Board a monthly Treasurer's Report showing income, expenses and an account balance for each bank and money market account maintained by the Chapter.