



Executive Officer Job Description

Office: TREASURER

Updated: January 2018

General:

The Treasurer shall be responsible for the accounting of the funds for the Chapter and shall serve for a term of two years.

Duties and Responsibilities:

- Maintain a complete and accurate record of all Chapter receipts, expenditures and reimbursements.
- Prepare a current financial report and distribute at each Board meeting. The report shall consist of all expenditures and revenues as well as current fund balances.
- Maintain responsibility for Chapter checking account, keeping it balanced and in a secure place.
- Invoice all persons who attend workshops and meetings but still need to submit payment to the Chapter.
- Pay all Chapter invoices as needed. Prior to paying invoices, verify that payment is appropriate with President and appropriate Board member.
- Attend and participate in Board meetings.
- Maintain the annual budget and alert Board when expenditures are inconsistent with budget goals.
- Reimburse officers and Board members for expenses. Prior to reimbursement, Treasurer shall obtain approval from President or Board.
- Investigate banking issues for checking and savings accounts at the direction of the Board.
- Complete and file various financial and operational reports.
- Serve as ex-officio member of the Budget and Finance Committee.