

Chapter Treasurer Job Description

Position	Treasurer	
Purpose:	To provide all financial management relating to the Chapter treasury.	
Status:	Board Member	
Term of Service:	One year (April 1 – March 31)	
Oversight by:	President	
Committees:	Appointed to at least one committee as Officer Rep	
Records Retention:	<u>Item</u>	<u>Retention Period</u>
	Annual budget and year-end reconciliation	7 years
	Periodic financial records	7 years
	Checks and deposits	7 years
	Tax returns	7 years
Duties:	<ul style="list-style-type: none"> • Submit quarterly reports to the Chapter Board of Directors and Chapter Membership • Receive checks for deposit in Chapter’s bank account. • Issue checks in payment of Chapter expenses. • Provide financial information required to prepare Federal Tax return. • Notify appropriate governmental agencies of change of address. • Prepare monthly Financial Reports for Board meetings. • Reconcile monthly bank statements. • Maintain copies of Treasurer’s Reports, bank statements, income tax; annual report to Secretary of State, and other pertinent forms as permanent chapter records. • Work with Budget Committee on preparation of the annual budget at beginning of Chapter’s fiscal year. Produces the actual budget for distribution at the initial Board meeting. • File Annual Report with Secretary of State, including notifying of change of Registered Agent. • Respond to requests for Chapter’s federal ID number. • Updates bank signature cards (to reflect new Treasurer and President). 	