

# CHAPTER TREASURER

The Chapter Treasurer holds the Chapter funds in trust. It is his responsibility to keep accurate financial records and to offer sound financial advice to the chapter board. The Treasurer should be organized, detail-minded and have a rudimentary knowledge of bookkeeping practices.

The Treasurer must keep up-to-date records, in clearly understandable form, of all income and expenditures. He should collaborate with the Chapter Secretary, Officers and Chapter committee members in the collection of all money. In addition, he should indicate on his records, under various classifications, who, what, where, when, why and how money is used.

Chapter Treasurer main duties:

- Prepare, in conjunction with the president, an anticipated chapter income and expense budget for the coming year.
- Keep an accurate set of chapter financial records.
- Pay all bills promptly on receipt of billing from the Society office, District or businesses.
- Function as an active, voting member of the chapter board of directors.
- Prepare monthly reports fo cash receipts and disbursements.
- Prepare and file on behalf of the Chapter, governmental, regulatory and tax returns and forms which, for US chapters, is based on instructions received from the Society office.
- Present financial records to the chapter financial review committee for annual review as required by the Society office.
- Submit treasurers report to the chapter board at each monthly board meeting.
- Offer advice and made recommendations to the board regarding financial matters.
- Perform such other financial assistance to the chapter as required.